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Gov't Center Newsletter

Volume 1

Issue 3

Bureau of State Office Buildings

January, 1994

Clean State Initiatives

Recycling Expansion - Government Center

Since last fall, the Bureau has been working with Executive Office of Environmental Affairs, Dept. of Mental Retardation, and Waste Management, the Bureau's waste hauling contractor to expand the recycling program in the State office buildings in the Government Center Complex. This initiative is an expansion of the White Paper Recycling Program which has been in existence for several years.

The expanded program will recycle all office papers with pickups continuing to be made by Mental Retardation residents from metropolitan Boston centers. Initial phases of the project have involved the removal of the subcontractor for white paper recycling, a retraining and reorganization of the DMR residents on collection and

sorting, and establishment of an agency contact list for training. Waste Management will be

holding a training session for all agency coordinators during the first week in February. Full implementation of the program is expected by the first week in March.

Saltonstall/McCormack Gas Conversion

The Bureau has submitted to DCPO a proposal to consider conversion of the Saltonstall and McCormack buildings from steam to gas. The conversion will save approximately \$500,000 per year in energy costs, eliminate CFC issues with the current system and eliminate the effluent generated by the current steam system, which goes thru MWRA service. (There is no water recovery mechanism).

Clean State Initiatives (continued)

Saltonstall/McCormack Gas Conversion (continued)

An important benefit of the conversion will be an upgraded HVAC capacity which will bring improved air quality to the building office areas. The gas conversion of the Hurley Building has already taken place under the new energy agreement, and the Bureau is already experiencing savings at this building.

Lighting Energy Savings

Although not implemented as part of the Clean State Program, the Bureau, working with Johnson Controls under the Energy Savings Agreement, has more efficient lighting systems in the buildings for an annual costs savings of over \$400,000. Additional electrical savings were also achieved through the installation of more efficient building motors for such devices as fans and pumps. Water conservation measures are now saving over \$60,000 per year.

Suggestions, Please!!

Bright blue suggestion boxes will soon be installed in the lobbies of the State House, McCormack and Saltonstall Buildings. Leaflets giving more information will be available at the boxes. You can make government work better by putting your ideas on paper. Look for the boxes soon and plan to make a contribution to better government. (A prize is involved!)

Pardon Our Appearance

The initial phase in a monumental project to clean the State House Nurses Hall murals took place December 29-January 14 when scaffolding was temporarily placed under two panels to permit access for examination.



Spring, Just Around the Corner

Conservators evaluated the condition and treatment needs of the murals in preparation of proposals for full-scale treatment of all five panels during May and June, 1994.

The murals were painted by Massachusetts artist, Robert Reid from 1901-1904. The center panel representing James Otis was the first wall mural to be unveiled in the State House on January 1, 1902. Each scene was painted on a canvas which was then affixed to the plaster wall--a technique called "muroflage."

Although minor repairs have been made over the years, there is no record of major treatment of all five panels since their installation. Paint layers will be consolidated, damages will be repaired, thick layers of discolored varnish and decades of grime build-up will be removed to reveal the paint layers will be consolidated, damages will be repaired, thick layers of discolored varnish and decades of grime build-up will be removed to reveal the brilliant colors with which these murals were painted. The project promises to be both beneficial for the historic murals and fascinating for the viewer. We will keep you informed of our schedule for the work next Spring.

Integrated Pest Management

The Bureau and the Pesticide Bureau met with the agency's contractor, Pest End, Inc. to review the contractor's pest control methods and commitment to an integrated pest control policy. Many of the recommendations by the Pesticide Bureau and the contractor pointed to better education of building tenants on preventative measures.

Pest Prevention in Your Office Area

With winter upon us and construction beginning on the Central Artery, our Government Center offices are prime targets for pests looking for new homes.

Although BSOB has a contract for pest extermination, the best and safest approach to pest control is a regular and thorough program of prevention. A good prevention program will keep your office area free of pests and eliminate the need for bothersome pest extermination measures.

Here are a few important suggestions from the Mass. Pesticide Bureau and Pest-End, BSOB's extermination contractor:



- Food and beverages in the office area are a major attraction for pests. Employees should not eat or store food in the office areas. If food and beverages are taken into the office area, eating utensils, packaging and containers should be discarded in a trash container with a lid. If you do not have such a container, request that your office manager purchase one. Beverage containers, due to the amount of sugar present, are a major nuisance and should be rinsed immediately after use.
- Offices that have kitchen areas should make sure they are cleaned daily and organized in such a manner as to not offer harborage for insects or rodents.
- Dispose or surplus any unused furniture or equipment.
- Periodically empty and clean water fountain basins. Standing water makes an excellent breeding area for insects.
- If your agency has outside access doors, be sure all doors remain closed and fit tightly to the door frame.

The above preventative measures, if followed regularly, will substantially reduce risk of pest infestation.

By the way, we were as surprised as you might be to hear from our pest experts that there is no such pest as a "paper flea". Oh well, might be time to get Fido a new flea collar!

Hall of City Flags

Interest in the Hall of City Flags to be created in the Great Hall continues to grow. The October 27 letter concerning the City Flags was sent to each city and town and copies furnished to every state senator and representative. Many calls have been received concerning where is the best place to get a city flag, how much should it cost, how and when will the flags be hung, etc.

The flags are scheduled to be hung on Flag Day, June 14, 1994. The 351 poles, one for each city and town in the Commonwealth, will be mounted in the Spring. On Flag Day, the flags will be officially presented by town representatives (those that have already been sent in would be given back so that they could be ceremonially received) in a morning ceremony, then mounted on the poles during the day, so that the entire display could be seen by the donating groups before they depart Boston for their home towns. Flags will be hung in three tiers on each wall of the Great Hall. They will be displayed in the order in which each city or town was founded or incorporated as a separate entity. Since there is no way hundreds of flags can be shifted around to make room for new additions, all 351 poles will be installed and assigned by town prior to the ceremony. It must be remembered, too, that many of the poles will be inaccessible without scaffolding, so towns that miss the first ceremony on Flag Day 1994 may have to wait awhile before enough new flags are donated to do another hanging.

Hall of City Flags (continued)

o that individual flags can be found and identified by visitors, a graphic chart, with town names arranged both alphabetically and by flag position, will be mounted at eye level on the main floor.

Bulletin Board Reminder

The last newsletter contained an article requesting that all paper signs, postings and bulletins be posted on the provided bulletin boards in each building. There was a noticeable improvement, however, some of you are still taping articles to walls, elevators and other unacceptable places. If no tacks are available, please go to your building manager, he will be more than happy to supply them.

Remember, this policy was established to help us help you have a professional appearance for your office space.

Security Update

It is the mission of the Bureau of State Office Buildings to make the Government Center Complex a safe and secure place to work and visit. Since the last tenant newsletter, several improvements have been made in Government Center security:

Incident report forms have been developed and widely distributed to tenant agencies. These forms create a record of all safety and security related incidents occurring in the complex. This information will allow both the Bureau and the State Police to offer better response to problem areas as well as address the specific concerns of the tenants. Forms are available through your agency liaison.

The introduction of combination restroom locks within the State House will greatly improve safety. The locks are currently being tested in key areas of the State House and a determination will soon be made as to which lock will best serve its purpose. The locks will then be phased in over a period of months throughout the Government Center Complex.

The computerized electro-magnetic locking system is now on-line at the State House. Once the doors have been locked each night, the access to the building is limited. However, it is possible to exit using any of these doors. The main entrance, at the Hooker Statue, will continue to be staffed each weeknight until 11:30 p.m.

The State Police Beacon Hill sub-station became fully staffed as of January 3, 1994. The increased staff level will promote police visibility as well as improve response time to possible emergencies.

State House Tours

Are you having trouble answering the weekly State House Trivia Question? Do you want more information on the history of the State House? If the answer is yes, you are invited to take a free guided tour of the State House! Tours are offered Mon-Fri from 10:00 am til 4:00 pm. Please come to the Information Desk in Doric Hall on the second floor for more information, or call 727-3676. November has been a fairly busy month at the State House. We had 5,321 visitors who had tours with our volunteers (Doric Dames) and interns. This represents a slight increase of 5% from the previous year.

A study of our Guest Book was conducted for the year period July 1992 to June 1993 and we found some interesting statistics about our visitors:

- The majority of our visitors who signed the Guest Book are from the United States. 67% of the people were from the U.S. versus 33% from foreign countries.
- From the United States, the states of Massachusetts, California and New York had the highest percentage of visitation of our State House.
- Of the foreign visitors, the highest percentage of people who signed our Guest Book hailed from Britain (U.K.), Germany and Canada.

The State House Tours Division guided tours and information to approximately 100,000 visitors from around the state, the country and the world every year.

Do You Need to Call Us?

For your information, you can call the following numbers if you have building problems:

State Police (emergency)	727-2917
Bldg. Maintenance (emergency)	727-1000
State House	Al Benson 727-6223
Hurley	Ira Novoselsky 727-6700
Lindemann	Bob Strong 727-7081
Nashua St.	Joe Lydon 727-4908
Superintendent	Dennis Smith 727-2607



Government Center Newsletter

Issue 4

Bureau of State Office Buildings

March, 1994

Massachusetts Employee Suggestion Program Honors First Two Winners!! Winners Ann Guay and Craig Andree

The pilot *Massachusetts Employee Suggestion Program* was initiated in December and gives state employees the opportunity to voice their opinions on ways government can save money and/or improve service. The pilot program was initiated by the Secretary of Administration and Finance, **Mark E. Robinson** and is directed to state employees in the Government Center Complex. Employees participate by placing their suggestion in the blue boxes provided in the lobbies of the State House, McCormack and Saltonstall buildings, or by using E-Mail, addressing all suggestions to Dennis.Smith@BSB@OSB.

Winners for the month of February are **Craig Andree** of the Office of Management Information Systems and **Ann Guay** of Massachusetts Securities Division. Craig had a great idea to save the state money by utilizing computer generated letterhead. Using the technology we already possess, a quality state seal (see above) and letterhead can be produced at a fraction of the current cost. Implementation of Craig's suggestion will eliminate:

- ☞ time and transportation expenses for having DPGS print and distribute letterhead.
- ☞ the reshipment of letterhead to agency offices across the state.
- ☞ the reprinting of stationery when names or telephone numbers change.

☞ the time used to change copier trays or correct errors; only plain paper will be required for computer printers.

Ann's suggestion was to improve security in the McCormack and Saltonstall buildings by initiating an after-hours sign-in policy similar to that used in the State House. Committee members liked the idea of improving security and had heard similar concerns in the past. The Bureau plans to implement Ann's suggestion immediately.

Congratulations to the winners and all who took the time to participate in the program. March submissions must be in by March 21, 1994 to be considered for the



Winners of the Employee Suggestion Program left of Superintendent of State Office Buildings Dennis Smith, Ann Guay and Craig Andree.

The E-Mail and boxes yielded 31 suggestions during the program's first month. There were several excellent suggestions, which made the job of selecting the top two very difficult. Some suggestions warranted legal review to determine the feasibility of their implementation. Those suggestions will remain on file for future consideration.

next selection period.

In a presentation in the A&F office on March 1, 1994, Secretary Robinson honored both Craig and Ann presenting them with their choice of either a T pass or a parking space for one month. They both chose to have one month of free parking in the McCormack parking garage.

Office Hours Survey Complete

The Bureau recently conducted a survey of tenant's office hours. The purpose of the survey was to help the Bureau determine the typical hours of its tenants to see if an adjustment would need to be made to improve service. Many agencies chose to participate sending back completed surveys. The results indicated that the typical office hours of agencies are from 9am to 6pm. The Bureau will continue heating and cooling service based on this information. If an agency wishes to continue service after the normal hours, it may do so; however the agency will be responsible to pay for the extra heating or cooling.

Art Commission Update

This year's State House painting conservation project is underway. The following portraits have been removed from the corridors for cleaning and repair by professional painting and frame conservators, and will be replaced in late spring:

- ☞ Doric Hall
Abraham Lincoln
- ☞ Second Floor
Richard Bellingham, John Endicott, Henry Vane,
Rev. John Wheelwright, Edward Winslow, Josiah
Winslow and John Winthrop
- ☞ Third Floor
Alexander Bullock, John D. Long and Alexander Rice

Reminder: Whatever business brings you to the State House, you can help to protect the Commonwealth's museum quality art collection by being aware of the artworks installed around you.

Please do not touch or place personal belongings near or on objects, and keep food and drinks away. Steer clear of paintings and sculptures if you are carrying or moving large loads. Even the accidental brush of a coat can scrape surfaces and damage fragile gold leaf frames. A little extra precaution on your part will save money and help preserve the collection for years to come.

CRASHERS, BEWARE!

It is the policy of the Bureau of State Office Buildings, through the Office of Special Projects, to encourage the use of the State House for functions and special events. Senate and House members may reserve State House function space for themselves or for constituents as well as constitutional officers and their agencies.

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Support Your State House Tour Guides

Doric Dames Inc., a nonprofit organization, will be celebrating twenty five years of free tour guiding here at the State House. Over 100,000 people are given tours by the Doric Dames each year in addition to personally conducted tours to all new legislative aides.

The Doric Dames is in need of your financial donations to fund their birthday celebration on May 6, 1994.

The time has come for you to express your thanks for their volunteer efforts in showing off our beautiful State House to your guests and constituents.

Donations may be made to :

Doric Dames, Inc.
P.O. Box 45, State House,
Boston, MA 02133

Thank You for your support.

FOR YOUR PROTECTION *Security Update*

The Bureau has begun the process of installing combination locks on many State House restrooms. This project will continue over a period of months. Once installed, all offices in close proximity to a combination restroom will be informed of the appropriate access code.

As you have probably heard, the State House has a new fire protection system. The new system is comprised of hundreds of modern smoke detectors which are located primarily in hallways and mechanical areas. The detectors are very sensitive and can be tripped by concentrated smoke or dust levels. On Wednesday, March 3 the alarm was inadvertently activated by a contractor cleaning up a workspace. We ask all tenants and contractors working in the building to please be aware of the detectors in their areas and tailor their activity accordingly. Any questions or concerns regarding the new system should be directed to John Civello, Director of Safety and Security at 727-2607.

As of Monday March 7, 1994 the Bureau and the State Police have instituted a mandatory after hours and weekend sign in procedure for the McCormack and Saltonstall buildings. The sign-in times will be from 7pm to 6am Monday through Friday and will continue throughout the weekend. All pedestrians entering the buildings through the McCormack garage will be required to sign their name, time and destination. Individuals with parking privileges will not be required to sign in; the use of their parking card will serve the same purpose. This change was prompted by Massachusetts Employee Suggestion Program winner Ann Guay. This new procedure will greatly strengthen the safety of those working and parking in these buildings. Keep in mind that this is being done for the security of the building and the people within. Please cooperate with individuals requesting you to sign in.

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Expanded Recycling Program Implemented

During the next month, expanded recycling of office paper will be implemented throughout the office buildings. Recycling of office paper will be extended from just white paper to all colored paper. A handout describing what papers will be recycled will be circulated as agencies are placed on line.

Unlike the current White Paper Project, desk-side boxes will be provided to all office personnel. Once the desk side boxes are full, office personnel will be responsible for placing the contents in centrally located containers. Due to increased volume of material being recycled, the DMR residents will only be picking up the centrally located containers and will not be able to empty boxes in the office area as they have in the past.

- ☞ So, what about those newspapers? BSOB and Waste Management are working to locate newspaper receptacles near all the entrances.
- ☞ Deposit bottles and cans should be left by your desk-side trash container. When the cleaning people come through, they will pick up your deposit bottles and cans and return them to a redemption center. Deposit bottles and cans due to the sugar present in the containers are an attractive food source for pests, so rinsing them will assist us in our pest prevention efforts.
- ☞ Recycling makes sense for us and the taxpayers. Just expanding the paper recycling in Government Center will save Massachusetts \$20,000 or more per year in disposal costs. It returns material for reuse in new products and saves expensive landfill space. For the DMR residents doing the collection and sorting, it provides meaningful paid work experience.

Agencies will start expanded recycling first in the Saltonstall and McCormack buildings followed by the State House in late March. Agency coordinators are being asked to identify how many boxes will be needed in their office areas. **Coordinators** with questions or assistance should contact the following:

Waste Management
1-800-696-9921

Crashers (Cont'd)

Any group authorized to use State House space for an event should be able to do so without worrying about uninvited guests crashing the party and pillaging the buffet. Certain folks feel entitled to help themselves to refreshments set out at private functions simply because they work in the building. You know who you are and we know who you are.

Recently, we were put in the uncomfortable position of evicting two state employees from an *invitation-only* luncheon buffet in the Great Hall. Though that situation was unpleasant, we will not hesitate to evict, at the request of the host, uninvited guests from State House events. We appreciate your understanding and thank you for your cooperation.

World Cup Soccer USA 1994

The most popular sporting event in the world needs you! Anyone wishing to volunteer services for World Cup Soccer should contact Volunteer Services before the March 15, 1994.



Volunteer Services
World Cup USA 1994, INC.
Two Center Plaza, Mezz. Level
Suite 130
Boston, MA 02108

Security Update (Cont'd)

In the coming months the Bureau, in conjunction with the State Police, will begin safety and security training programs. The programs will feature instructional video presentations and lectures by experienced law enforcement officials. The purpose of these programs will be to help train Government Center Complex employees on methods of protecting themselves and avoiding dangerous situations.

Please remember to program your speed dial phones with the State Police phone number, **727-2917**. This practice could save precious seconds in an emergency situation.

PROBLEMS

INFO

HELP

Do You Need To Call Us?

For your information, you can call the following numbers if you have building problems or questions.

EMERGENCY NUMBERS

State Police..... **727-2917**
Building Maintenance..... **727-1000**

PROBLEMS AND QUESTIONS

State House, *Al Benson* 727-6223
Hurley, *Ira Novoselsky*..... 727-6700
Lindemann, *Bob Strong* 727-7081
Nashua St., *Joe Lydon*..... 727-4908
McCormack Building, *Frank D'Annolfo* ... 727-8253
Saltonstall Building, *Tony Canifo*..... 727-4100



Massachusetts State Employee Suggestion Program

Beacon Hill Pilot Program

*IF YOU HAVE A GOOD IDEA TO HELP US SAVE MONEY, INCREASE THE
PRODUCTIVITY AND RESPONSIVENESS OF GOVERNMENT OR OTHERWISE
IMPROVED STATE SERVICES, LET US KNOW!*

What's it all about?

- ☐ The chance to see your idea adopted and used.
- ☐ The satisfaction of being recognized for your ideas. Winning ideas will be highlighted in the Bureau of State Buildings Newsletter.
- ☐ The opportunity to be one of up to two monthly grand prize winners of either a parking space in the McCormack Garage for a month or an MBTA monthly pass. (Granted, it's not quite like winning the Lottery, but it's a start.)

How does it work?

- ☐ Write up your suggestion and place it in one of the bright blue boxes located in the lobbies of the McCormack and Saltonstall buildings and the State House (near the General Hooker statue), or E-Mail your suggestion to Dennis.Smith@OSB@BSB by the 21st of each month.
- ☐ There are no special forms; suggestions can be long or short. Group efforts are welcome.
- ☐ You don't have to include your name, but you can't win unless the Employee Suggestion Committee can locate you.
- ☐ The Employee Suggestion Committee comprised of representatives from the offices of the Governor, the Senate President, the Speaker of the House, and the Secretary of Administration and Finance will jointly pick the winners each month.
- ☐ Program guidelines are available upon request from the Bureau of State Buildings.

Suggestions are due by the 21st of each month
Winners will be announced on the 28th of each month on the lobby bulletin boards.

Sponsored by:
The Executive Office for Administration & Finance
Secretary Mark E. Robinson

OCT 19 1994

Government Center Newsletter

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Issue 5

Bureau of State Office Buildings

September 1994

ADOPT A BED



FLOWER PROGRAM

The Bureau of State Office Buildings would like to thank the Department of Food and Agriculture and the Executive Office of Elder Affairs for their overwhelming support of the Adopt a Flower Bed program. The Department of Food and Agriculture coordinated with the Stockbridge School to do a Beautiful job on the Crocket Gardens in front of the Saltonstall Building. The Elder Affairs crew went above and beyond the call of duty to beautify the planters by the handicapped entrance to the McCormack Building. Both agencies have done excellent jobs in helping to improve the appearance of Government Center and their efforts are greatly appreciated. We hope that future efforts will be made by all agencies to participate in these types of programs.



EMPLOYEE SUGGESTION PROGRAM

The most recent winner of the Employee Suggestion Program, was *Penelope Wilson* of Senator Shannon's Office.

Penelope's suggestion was to promote ride sharing and bicycling to work through the installation of a bulletin board advising those who are looking for people to share a ride. The board may also be used to find people in your area who bicycle to work who may want a companion.

A bulletin board located in the lobby of the McCormack Building will be **devoted to ride-share information for both drivers and passengers**. All 5,000 employees of the State's Government Center complex who have an interest will be encouraged to leave messages, either personally or by sending them via e-mail to Elizabeth Hemond@OSB@BSB who will post them on the board. To read messages employees will have to personally see the board.

The deadline for the next round of suggestions is **September 12th**. September's winner will receive **two months free parking** or T-pass.

Remember, suggestions can be entered by use of the Blue suggestion boxes or by E-mail to Dennis Smith@OSB@BSB. Keep those suggestions coming.

BUREAU'S JOE LYDON RETIRES

Via ducere est ducere viam and Joe you certainly did!! D Day came for the second time for Joseph M. Lydon on Friday, July 29, 1994. It was not a day for Marine Lieutenant Lydon's call to serve once again in the service of his country, but retirement from his position in the Bureau of State Office Buildings Trades Group Supervisor after serving the Commonwealth of Massachusetts for **42 years**.

In 1966 Joe worked in the Public works Building at 100 Nashua Street. Eighteen years later, in July 1984 he transferred to the Bureau of State Office Buildings. Joe's talents were immediately recognized and he was made supervisor of all the trades groups. In recent years, Joe also doubled as the building manager for Nashua Street.

At 3:00 p.m. on Friday afternoon, July 29, 1994, the anchor was hoisted for the last time for Q63, Joe's plate number, as he sailed off into the sunset. The Ray Benoit Band played for he's a jolly good fellow and capped it off with a song we will always remember, "The Day Joe Left".

representatives of 162 Massachusetts cities and towns ceremonially presented their municipal flags to the Commonwealth on the State House steps on Flag Day, 1994. In the morning the flags were used in the opening ceremonies of the World Cup Soccer tournament.

Later in the afternoon the municipal flags were officially accepted at the State House, where they will be permanently displayed in the Great Hall. Director of Special Projects Dave Balfour acted as Master of Ceremonies and Major General Raymond Vezina from the Massachusetts Army National Guard received the flags on behalf of the Governor. Many of the Commonwealth's Senators and Representatives were on hand to greet their constituents and welcome their municipal flags into the capitol.

The flags themselves were a marvelous sight. They varied considerably in color and design, from the simple to the complex, from the traditional town seal on a colored background to symbolic portrayals of city or town characteristics and history.

The flags are currently on exhibit in temporary floor level mounts in the Great Hall. The second stage of the project is to mount the flags in three rows on the walls of the Hall. Because this will take some time-- it will be a major undertaking to put up the 351 poles required for all Massachusetts cities and towns to be represented--those cities or towns

Hall of Municipal Flags

June 14, Flag Day, in a scene reminiscent of the parade of the Civil War Battle Flags into the State House in 1865,



who at have not yet brought in a flag have not missed the boat. Any flags brought in between now and the end of September will be mounted in their assigned places in the Great Hall. (Remember that every Massachusetts city and towns will have an assigned pole, so hope that not too many poles will be left bare!)

THE HISTORICAL DATES

On August 19, 1812, was the battle between the frigates **Constitution** and **Guerriere**. The 30 minute contest 200 miles off the coast of Maine ended in the loss of 79 British sailors and the destruction of the Guerriere, the first British vessel to suffer such a fate at the hands of the American navy.

Relatively minor casualties and damage to the Constitution during this confrontation allegedly prompted a gunner to remark "her sides must be made of iron," hence the nickname "Old Ironsides."

August 27, 1944 , saw the deployment of the 26th Yankee Division to Europe. The 26th Division shipped directly to Europe during WWII. A plaque commemorating the 26th Yankee and its campaigns during both World Wars was unveiled at the State House on August 27, 1994.

SECURITY UPDATE

New elevator emergency phones have been installed in most of our buildings. Within the next few weeks, all the phones should be operational..

State Police Trooper Mike Coyne has been traveling throughout the Government Center Complex giving talks on office security. If you are interested in having Mike visit your office contact him at **727-2917**.

Remember, the State Police Government Center Command is located in the State House but is also responsible for all of Government Center. Please make sure to contact them in cases of theft or suspicious persons. The State Police are also the primary contact in cases of medical emergencies and bomb threats.

The State Police Emergency Number is 727-2111 .

The Bureau in conjunction with DCPO is conducting a security study of the McCormack, Saltonstall, and Lindemann Buildings. The plan is for future card access and video surveillance in common areas. The Bureau is seeking to use new technology whenever possible to improve the safety and security of our tenants.

RECYCLING PROGRAM MEETS WITH SUCCESS



Thanks to all of you who have helped make the expanded paper recycling program a success.

The program, which was first implemented last spring in the high rise buildings, is a cooperative effort by Waste Management, State Office Buildings and area residential facilities under the Department of Mental Retardation.

Building recycling reduces the State's disposal costs, returns resources for the manufacture of new products, and provides income for the residents doing the collection. The Bureau of State Office Buildings is already benefiting from reduced disposal costs. In the State House alone, more paper was collected during the first month of implementation than was collected during an entire year under the former "white paper only" program.

We Need Your Continued Help

Although we have been impressed with the cooperation of most agencies and offices, we do need some help in certain areas. You can help the program by following a few simple guidelines and encouraging your co-workers to do the same.

- * If you are having trouble with paper pickup or need more boxes and handouts, notify your agency coordinator who will call the recycling toll free number for assistance.
- * Deposit in the recycling containers and boxes only those paper items listed on the signs and in the handouts. If you see someone throwing trash in the containers, remind them that they are for recycled materials only. Sorting out trash from the recyclable materials wastes valuable program time and is frustrating for the residents doing the collection.
- * Use your deskside recycling box wisely. Deposit only recyclable

paper and empty it regularly in the centrally located containers for pick up.

Newspaper recycling containers are now located near major building exits. Because newspaper is a lower grade paper, it should not be mixed with higher grade papers in your deskside recycling boxes.

What about those bottles and cans you ask? The Bureau State Office Buildings and Executive Office of Environmental Affairs are now evaluating different programs for implementation this Fall.



CONFERENCE ROOM SCHEDULING

Elizabeth Hemond @OSB @BSB schedules the conference rooms on Saltonstall 2nd floor and

the McCormack 21st floor. To reserve a conference room call Elizabeth phone 7-1000 with the date, time, number of participants and contact name.

For your information !

Lost and Found is located at the following buildings :

McCormack Room 107	Phone 7-1000
Saltonstall Room 206	Phone 7-4100

McCORMACK DIRECTORY



AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION STATE	303	727-7441
ARCHITECTURAL ACCESS BOARD	1310	727-0660
ATTORNEY GENERAL	2007	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
AUTO THEFT	105	727-0220
BOXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF STATE OFFICE BUILDINGS	107	727-1000
BUSINESS DEVELOPMENT OFFICE	2101	727-3206
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	101	727-4802
CHILDREN, OFFICE OF	1111	727-8900
CIVIL SERVICE COMMISSION	413	727-2293
COMEC	303	727-1119
COMMISSION AGAINST DISCRIMINATION	601	727-3990
COMPTROLLER, OFFICE OF	909	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF CAPITAL PLANNING AND OPERATIONS	1500	727-4050
BID ROOM	416	727-4003
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2100	727-8380
EXECUTIVE OFFICE FOR EDUCATION, EXECUTIVE OFFICE OF	1401	727-7785
ELDER AFFAIRS, EXECUTIVE OFFICE OF	500	727-7750
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	609	727-0060
FIRST AID CLINIC	PLAZA	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE AGAINST DRUGS	611	727-0786
HEALTH & HUMAN SERVICES	1109	727-7600
EXECUTIVE OFFICE OF HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE OFFICE OF	2112	727-6573
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT INFORMATION SYSTEMS	801	973-0700
PERSONNEL ADMINISTRATION	211	727-8371
EXAMINATION	317	727-9244
PROBATION COMMISSION	401	727-5300
RECORD CHECK	405	727-5331
PROCUREMENT AND GENERAL SERVICES	1017	727-7500
PURCHASING/CENTRAL REPRODUCTION	PLAZA	727-7500
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION	16 01	727-3437
PUBLIC SAFETY, EXECUTIVE OFFICE OF	2133	727-7775
PUBLIC SAFETY COMMISSIONER	1301	727-3200
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	727-7770
TEACHER'S RETIREMENT	919	727-3661
SECRETARY OF STATE		
CAMPAIGN AND POLITICAL FINANCE	411	727-8352
CITIZEN INFOR.	1611	727-7030
CENTRAL REGISTER	PLAZA	727-9136
COMMERCIAL CODE	1710	727-0556
CORPORATE RECORDS	1710	727-9440
ELECTIONS	1705	727-9440
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
VICTIM AND WITNESS	1104	727-2200
UNDER GROUND STORAGE	13	727-6255

Note: for Saltonstall Building See other side
 To correct errors or update
 Please contact George Young (@OSB@BSB
 or 727-2607
 AUG94

STATE POLICE 727-2111



SALTONSTALL DIRECTORY

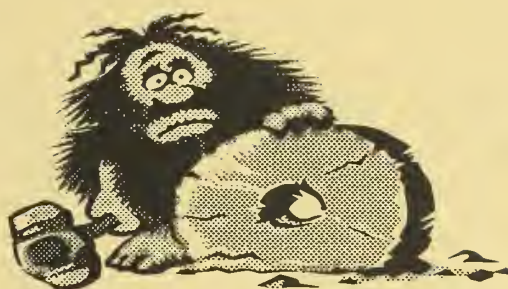
AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES	2204	727-3040
CONTROL COMMISSION		
APPELLATE TAX BOARD	1010	727-3100
BANKING	2004	727-3145
BUREAU OF CONCILIATION	1105	727-3466
ARBITRATION		
BUREAU OF STATE	206	727-1000
OFFICE BUILDINGS		
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	102	727-3044
COASTAL ZONE MANAGEMENT	2006	727-1552
COMMITTEE ON CRIMINAL	2100	727-0090
JUSTICE		
DEPARTMENT OF FOOD AND	2103	727-3020
AGRICULTURE		
DEPARTMENT OF	2200	727-3300
CORRECTIONS		
FISHERIES , WILDLIFE &	1905	727-3151
ENVIRONMENTAL LAW		
ENFORCEMENT		
DEPARTMENT OF LABOR	1100	727-3454
AND INDUSTRIES		
INDUSTRIAL ACCIDENTS	700	727-4900
INDUSTRIAL SERVICES	1302	727-8158
PROGRAM		
DEPARTMENT OF REVENUE	2-9	727-2300
COMMISSIONER	806	727-4201
FACILITIES	707	727-4545
DEPARTMENT OF PUBLIC	1210	727-3500
UTILITIES		
DIVISION OF ADMINISTRATIVE	904	727-7060
LAW APPEALS		
DISPUTE RESOLUTION	1401	727-2224
DIVISION OF CAPITAL PLANNING,	1611	727-4050
OPERATIONS - REAL ESTATE		
DIVISION OF REGISTRATION	1520	727-3074
AND LICENSING		
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING	2109	727-1136
COUNCIL		

AGENCY	ROOM	PHONE
COMMUNITIES AND	1804	727-7765
DEVELOPMENT (EOCD)		
EXECUTIVE OFFICE OF		
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-6964
HOUSING AND COMMUNITY	1704	727-7130
DEVELOPMENT		
MUNICIPAL DEVELOPMENT	1803	727-7001
NEIGHBORHOODS AND	1803	727-0051
ECONOMIC OPT.		
PLANNING & POLICY	1804	727-7765
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7132
SOCIAL AND ECONOMIC	1803	727-7004
OPPORTUNITY		
INTERNATIONAL TRADE	902	367-1830
MINORITY AND WOMEN	1305	727-8692
BUSINESS ASSISTANCE		
TRAVEL & TOURISM	1310	727-3201
ENVIRONMENTAL AFFAIRS		
EXECUTIVE OFFICE FOR	2000	727-9800
GOVERNOR'S ANTI- CRIME	2100	727-6300
COUNCIL		
GOVERNOR'S HIGHWAY	2104	727-5074
SAFETY BUREAU		
HAZARDOUS WASTE SAFETY	405	727-6930
APPRENTICE & TRAINING	1107	727-3486
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	849-5555
LOW - LEVEL RADIOACTIVE	903	727-6018
WASTE		
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
STANDARDS -- LAB	110	727-3480
TELECOMUNICATIONS	1017	727-8627
VETERAN SERVICES	1002	727-3570

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AUG94

STATE POLICE 727-2111

Share A Ride Program



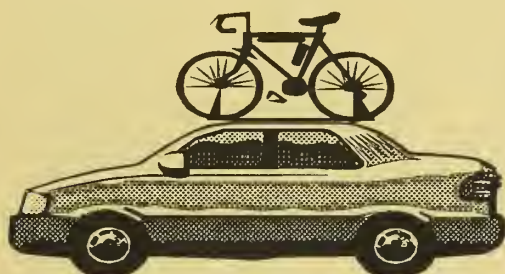
Ride Wanted

City_____

Name_____Dept_____Work Phone_____

Smoking___NonSmoking___Hours_____

Return to **Room 107** or contact **Elizabeth Hemond@OSB@BSB**
via E-mail



Share A Ride Program

Ride Available

City_____

Name_____Dept_____Work Phone_____

Smoking___NonSmoking___Hours_____

Return to **Room 107** or contact **Elizabeth Hemond@OSB@BSB** via
E-mail

STATE EMPLOYEE SUGGESTION PROGRAM

**IF YOU HAVE A GOOD IDEA TO HELP US:
\$\$\$\$SAVE MONEY\$\$\$**

TO PLACE A SUGGESTION

Write up your suggestion and place it in one of the bright blue boxes located in the lobbies of the McCormack and Saltonstall buildings and in the State House (near the General Hooker statue), or E-mail your message to Dennis Smith@OSB@BSB by September 21.

Group efforts are welcome. You don't have to include your name, but you can't win unless the Employee Suggestion Committee can locate you. September will be an especially good month to submit your suggestion, because the winners (up to two) will have a choice of either a parking space in the McCormack or a MBTA pass for two months!

**REMEMBER ALL SUGGESTIONS ARE DUE BY THE 21ST OF
SEPTEMBER! WINNERS WILL BE ANNOUNCED ON THE 28TH OF
SEPTEMBER ON THE LOBBY BULLETIN BOARDS.**



Government Center Newsletter

JAN 26 1995
University of Massachusetts
Depository Copy

V. | **Issue 6** **Bureau of State Office Buildings** **November 1994**



The Bureau of State Office Buildings would like to remind its tenants to shut off all lights when not in use and to close all windows at the end of each day. You can help us retain heat by closing shades and curtains at the end of each day.

Thank You !

EMPLOYEE SUGGESTION PROGRAM

Our most recent winner of the Employee Suggestion Program, was *Stephanie Neal* of Senator Wilkerson's office.

Stephanie's suggestion was to decrease water consumption (and MWRA) costs by installing automatic shutoff valves on restroom sinks in the Government Center Complex. The Bureau plans to install new automatic shutoff faucets in high use areas.

Thanks to all who send suggestions to us. We can have up to two winners; so keep the suggestions coming.

Suggestions don't have to relate to buildings, but can relate to any issues of State Government.

The deadline for the next round of suggestions is **November 21st**. While every suggestion is not a winner, many are implemented. No matter how small or large, every suggestion is valuable in making us aware of potential problems and opportunities for improvement.

November's winner can receive **two months free parking** or **T-pass**.



Remember, suggestions may be submitted by use of the Blue suggestion boxes or by E-mail to Dennis.Smith@OSB@BSB. Keep those suggestions coming.

SENIOR CITIZEN VOLUNTEER PROGRAM BEGINS NOV. 15

In a joint effort, the Executive Office of Elder Affairs, the Massachusetts Office of Travel and Tourism and the Bureau of State Office Buildings are beginning a senior citizen volunteer program in the Saltonstall and McCormack Buildings. Visitors and people doing business with the state should have an easier time finding their way around the McCormack Building on Nov. 15th when three senior volunteers,

Mary Leoney , Norma Fisher and Josephine Henry begin work.

The McCormack Lobby information desk will be staffed 30 hours a week.

The Bureau seeks one more senior citizen who would volunteer 15 hours per week to give travel and tourism information to the public. Applications are now available in Room 10 of the State House. Training and orientation will be provided. All senior volunteers must be at least 60 years of age and a Massachusetts resident .

If you are a senior who would like to volunteer or know one please stop down to Room 10 or call Neil Kilpeck at 727-2607

THE HISTORICAL PAST

On November 26, 1827, the statue of George Washington was unveiled at the State House -- the first full marble statue in New England. There were no sculptors working on this scale in America at that time. The Washington Memorial Committee therefore turned to Europe and secured the commission from British sculptor Sir Francis Chantrey. This statue is located in Doric Hall in the State House .

On November 23rd, 1863, Major General Joseph Hooker, Massachusetts' senior officer in the Union Army, led the Army of the Potomac into Lookout Mountain, Tennessee. General Bragg suffered such losses in the "Battle Above the Clouds" that it set the stage for his final defeat the next day at Missionary Ridge. For General Hooker's actions, he was brevetted Major

General . The equestrian statue of the General was unveiled June 25, 1903, and is located at the East Wing entrance of the State House.

The "**Valor**" Plaque, one of four Congressional Medal of Honor plaques in the arts collection, was unveiled November 11, 1924 , "Armistice Day ," now known as Veterans Day . The plaque honor four recipients from WWI .



SECURITY

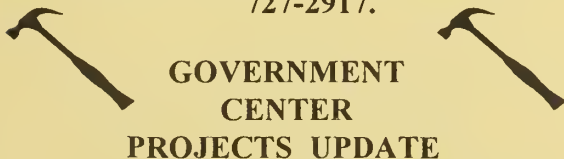
The Bureau of State Office Buildings recently conducted a fire warden meeting for the Saltonstall Building. Floor wardens had the opportunity to ask questions of Bureau staff regarding fire safety issues. At the meeting a new occupant emergency plan was distributed for comment. A meeting has been scheduled for the McCormack Building this month. Meetings will be conducted each month in both buildings. Below is a list of floor wardens for the Saltonstall Building .

Floor	Name
Bsmt.	Robert Bosquet
1-9	Robert Bisazza
10	Sam Mullin
11	Millie Rogers
12	John Boll
13	Ann Hallisey
14	Annmarie Conway
15	Andrew Grossman
16	Stephen Chaite
17	Ron Minervini
18	Steve Carvalho
19	Peter Burke
20	Joseph Pelczarski
21	George Porter
22	Curt Wood

If you have any questions regarding fire safety, please bring them to the attention of your floor warden or the building manager.

Security will improve in both the Saltonstall and McCormack buildings upon completion of the automated door project at the complex garages. The doors will be closed at all times after hours and an electronic key card will be needed for access.

Remember, if you have any security concerns, medical emergencies, or office thefts please contact the State Police at **727-2917.**



On October 13 and 14, BSOB, in conjunction with DCPO and Briggs Associates, a contractor, successfully conducted seminars on air quality issues in the Saltonstall Building. The seminar described the measures BSOB and DCPO have implemented and will implement in the near future as part of the ongoing effort to provide a comfortable and safe working environment. In addition, BSOB and DCPO will be conducting walk throughs of the building for a floor by floor detailed inspection.

McCormack and Saltonstall Testing

On October 16, an elevator and emergency generator full load test was successfully conducted in the McCormack Building. This test included operation of elevators, lights, fire pumps, and fire alarm systems. The buildings will be **shut**

down on Sunday, November 6, 1994,
for another test.

State House and Hurley Testing

On **November 13**, the Bureau will be conducting pretests of the elevators and emergency generators in the State House and Hurley Buildings. During this time, *these buildings will also be closed.*

Smoking and Restrooms



The Bureau is undertaking the painting of all the smoking rooms and the cleaning of the ventilation systems in the smoking rooms and the restrooms in the Saltonstall and McCormack Buildings. We apologize for any inconvenience these renovations may cause you as we attempt to complete this task.

Heating Season

The heating season has officially started. Please be patient with us as we try to maintain comfort levels during these first few transitional weeks. If you have any problems, please call 727-1000.

Garage Doors Project

Construction has begun on the overhead garage doors in the Saltonstall and McCormack Buildings. Construction is expected to be completed by January, and we apologize for any inconvenience. We will keep you posted on the project for the duration.

"Liberty Elm Tree"

A plaque celebrating the return of the "Liberty Elm Tree" to Massachusetts was unveiled on September 26, 1994 on the West Wing lawn. The plaque rests at the base of the sapling planted in April 1993 by Massachusetts members of the Elm Research Institute. The new elm is a descendent of the "Liberty Tree," an American Elm which stood in Boston during the revolution, and was developed to be resistant to the Dutch Elm Disease which killed so many of our state trees during the 20th century. The 10"x14" bronze marker was donated by E.R.I., Fleet National Bank and Shawmut Charitable Trust.

For your information

Tenants of the McCormack and Saltonstall Buildings:

As you may be aware, the lights in these buildings are computerized. Office lights are programmed to go on and off at pre-determined times. If you come in early, and need to have the lights on you can conveniently pick-up the phone and dial in your light code. This will by-pass the computer and automatically turn the lights on. If you notice that lights are on after hours and believe they should be off please call 7-1000. If you do not know the code for your office see your Building Manager.

The Bureau of State Office Building has installed house phones throughout Government Center. All 722 and 727 exchange numbers can be dialed from these phones by dialing the last five digits. Phones are conveniently located at the

following locations:

Saltonstall Bldg.
2nd floor hallway
14th floor hallway

McCormack Bldg.
Lobby
12th floor

State House
Annex - Basement (handicapped doors)
3rd floor Legislature Area (near stair case)
Main Entrance (By Gen. Hooker Statue)
1st floor east wing (Bowdoin St.)
Gardner Auditorium Lobby Area

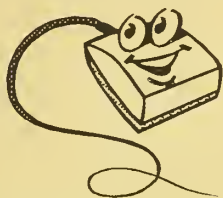


COMMONWEALTH POLICY ON PERSONAL PHONE CALLS

Making personal telephone calls from Commonwealth telephones is discouraged. A personal call is one having no direct or indirect bearing on the business of the Commonwealth. Therefore, making personal calls during working hours should be restricted to those instances where **ABSOLUTELY NECESSARY**.

When such occasions arise involving toll calls, employees must reimburse the agency for the long distance telephone charges. These charges appear on your agency telephone bills either from NYNEX or on the Centrex USB (Use Sensitive Bill). The USB is sent to each agency monthly by OMIS (Office of Management Information Systems).

Commonwealth agencies and the Bureau of Communications Technology of OMIS will continue to vigorously pursue telecommunications abuse and fraud . If you have any questions call Frank Burns at 973-0080
Director of Voice Communications BCT
OMIS



RODENT REDUX

Cold weather is coming again, and those furry little creatures are looking for a warm place to stay and eat. Unlike those human types who visit your office space looking for information or assistance, rodents have come looking for food. And if you're serving, the word can get around pretty fast .

You can help us as part of our Integrated Pest Management Program (IPM) by following a few simple suggestions:

- * Do not bring food into your office area
- * If you do, promptly clean up your area and dispose of uneaten food and containers in a closed container.
- * If your office area does not have such a container, request that your manager buy one. A 30 gallon container with a lid can be bought at a discount store for under 10 dollars.

- * Do not store food in your office area including your desk or work station . Your co-workers may not be able to get in your desk, but Mickey the Mouse will find a way .
- * All beverage containers should be rinsed immediately after use. Beverage and food containers should never be left out overnight .
- * Keep your office area neat and free of cluttered areas where mice can hide or nest. Archive your old records through your agency records management coordinator with the Archives Office of the Secretary of State. Dispose of unneeded office equipment through the State Surplus Property Program.
- * Police your fellow employees. Their untidiness and failure to follow the above rules will bring rodents to your area as well as theirs.
- * Keep ground level doors and windows closed . If you observe any openings in your building where rodents may enter, contact your Manager/ Agency Liaison.

The Bureau of State Office Buildings will soon be holding a meeting with agency building liaisons to discuss preventative measures and will distribute additional information to help with the education program .

RECYCLING UPDATE



Most agencies are now on the expanded paper recycling program. If your office is not recycling white and colored paper, you should contact your agency recycling coordinator, or State Office Buildings at 727-2607.

Due to the volume of newspapers generated, we are not able to provide a floor by floor pick-up at this time. Because newspaper has a poor market value and is a bulky material to move, it cannot be incorporated into the office paper program which generates revenue to pay the people collecting.

To make newspaper drop off more convenient, we are increasing the locations of newspaper recycling containers in the high rise buildings. In addition to the lobby areas, newspaper containers will now be located on the 12th and 21st floor of the McCormack Building, and the 14th and 22nd floor of the Saltonstall Building.

Remember not to confuse the newspaper recycling with the white and colored office paper containers. Newspaper and the office paper recycling are collected and picked up under separate arrangements.

ADOPT A FLOWER PROGRAM

As many readers of the Government Center Newsletter know the Bureau began what is called the "Adopt a Flower Bed Program" last spring. We plan to continue the program this coming spring.

The program is volunteer based using individual volunteers or agencies to choose a flower bed to take care of. Because the Bureau does not have the funds to maintain the flower beds, this program lets agencies and employees help beautify the areas around their buildings.

The following is a list of agencies already on board for the spring planting.

Executive Office for
Administration and Finance

Executive Office of Elder Affairs

Executive Office of Health and
Human Services

Department of Food and
Agriculture

Budget Bureau

Again we thank those who have already contributed, and urge those who haven't to join in. You can get involved by E-Mailing Neil.Kilpeck@OSB@BSB

Bureau of State Office Buildings

Dennis Smith, Superintendent

Gerry Roosa, Deputy Superintendent

Leo Colborne, Deputy Superintendent

Neil Kilpeck, Editor

George Young, Asst. Editor, Layout

McCORMACK DIRECTORY



AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION STATE	303	727-7441
ARCHITECTURAL ACCESS BOARD	1310	727-0660
ATTORNEY GENERAL	2007	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
AUDITOR	1819	727-6200
BOXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL INVESTIGATIONS	503	727-6950
BUREAU OF STATE OFFICE BUILDINGS	107	727-1000
BUSINESS DEVELOPMENT OFFICE	2101	727-3206
CAMPAIGN AND POLITICAL FINANCE	411	727-8352
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	101	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	211	727-2293
COMEC	303	727-1119
COMMISSION AGAINST DISCRIMINATION	601	727-3990
COMPTROLLER, OFFICE OF	909	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF CAPITAL PLANNING AND OPERATIONS	1500	727-4050
BID ROOM	416	727-4003
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2100	727-8380
EXECUTIVE OFFICE FOR EDUCATION, EXECUTIVE OFFICE OF	1401	727-7785
ELDER AFFAIRS, EXECUTIVE OFFICE OF	500	727-7750
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	609	727-0060
FIRST AID CLINIC	PLAZA	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE AGAINST DRUGS	611	727-0786
GOVERNOR'S AUTO THEFT STRIKE FORCE	105	727-0220
HEALTH & HUMAN SERVICES EXECUTIVE OFFICE OF	1109	727-7600
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE OFFICE OF	2112	727-6573
JOINT LABOR MGT. COMMITTEE	610	727-9690
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT INFORMATION SYSTEMS	801	973-0700
PERSONNEL ADMINISTRATION	203	727-8371
EXAMINATION	317	727-9244
PROBATION COMMISSION	401	727-5300
RECORD CHECK	405	727-5331
PROCUREMENT AND GENERAL SERVICES	1017	727-7500
PURCHASING/CENTRAL REPRODUCTION	PLAZA	727-7500
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION	16 01	727-9380
PUBLIC SAFETY, EXECUTIVE OFFICE OF	2133	727-7775
PUBLIC SAFETY COMMISSIONER	1301	727-3200
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	727-7770
TEACHER'S RETIREMENT	919	727-3661
SECRETARY OF STATE		
CITIZEN INFOR.	1611	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9440
ELECTIONS	1705	727-9440
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
TREASURY OFFICE OF	1200	367-3900
VICTIM AND WITNESS	1104	727-2200
UNDER GROUND STORAGE	13	727-6255

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STATE POLICE 727-2917

ON CENTREX AND COURTESY TELEPHONES ONLY
 DIAL THE LAST FIVE DIGITS WHEN CALLING
 722 AND 727 EXCHANGES .

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES	2204	727-3040
CONTROL COMMISSION		
APPELLATE TAX BOARD	1010	727-3100
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION	1105	727-3466
ARBITRATION		
BUREAU OF STATE	206	727-4100
OFFICE BUILDINGS		
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	102	727-3044
COASTAL ZONE MANAGEMENT	2006	727-1552
COMMITTEE ON CRIMINAL	2100	727-6300
JUSTICE		
DEPARTMENT OF FOOD AND	2103	727-3020
AGRICULTURE		
DEPARTMENT OF	2200	727-3300
CORRECTIONS		
FISHERIES, WILDLIFE &	1905	727-3151
ENVIRONMENTAL LAW		
ENFORCEMENT		
DEPARTMENT OF LABOR	1100	727-3454
AND INDUSTRIES		
DEPARTMENT OF REVENUE	2-9	
COMMISSIONER		727-4201
FACILITIES	707	727-7000
LOCAL SERVICES	304	727-2300
TAXPAYERS ASSISTANCE	200	727-4545
DEPARTMENT OF PUBLIC	1210	727-3500
UTILITIES		
DIVISION OF ADMINISTRATIVE	904	727-7060
LAW APPEALS		
DISPUTE RESOLUTION	1401	727-2224
DIVISION OF CAPITAL PLANNING,	1611	727-4050
OPERATIONS - REAL ESTATE		
DIVISION OF REGISTRATION	1520	727-3074
AND LICENSING		
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING	1304	727-1136
COUNCIL		

AGENCY	ROOM	PHONE
COMMUNITIES AND	1804	727-7765
DEVELOPMENT (EOCD)		
EXECUTIVE OFFICE OF		
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY	1704	727-7130
DEVELOPMENT		
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC	1803	727-7004
DEVELOPMENT		
ENVIRONMENTAL AFFAIRS		
EXECUTIVE OFFICE FOR	2000	727-9800
GOVERNOR'S HIGHWAY	2104	727-5074
SAFETY BUREAU		
GOVERNOR'S COMMISSION ON	1103A	727-0517
MENTAL RETARDATION		
HAZARDOUS WASTE SAFETY	1405	727-6930
APPRENTICE & TRAINING	1107	727-3486
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	849-5555
LOW - LEVEL RADIOACTIVE	903	727-6018
WASTE		
MINORITY AND WOMEN	1305	727-8692
BUSINESS ASSISTANCE		
PUBLIC EMPLOYEE RETIREMENT	1101	727-3437
ADMINISTRATION \WORK. COMP		
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
STANDARDS -- LAB	110	727-3480
TELECOMMUNICATIONS	1017	727-8627
TECHNICAL ASSISTANCE FOR	2109	727-3260
TOXICS USE REDUCTION		
TRAVEL & TOURISM	1310	727-3201
VETERAN SERVICES	1002	727-3570
VICTIM WITNESS ASSISTANCE	1104	727-5200
BOARD		

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 722 AND 727 EXCHANGES .

**Government Center** 21 1995**Newsletter** University of Massachusetts
Depository Copy**Issue** A small graphic of a person running, used as a logo for the "Issue" section.**Bureau of State Office Buildings****MAY 1995****SECURITY UPDATE**

The Bureau has been making steady progress in improving security in Government Center over the past two years. The private security guards, garage doors, limited access, courtesy phones, improved lighting, and increased State Police patrols are among the improvements.

Other changes have been planned and, due to increased security concerns nationally, are being implemented more quickly than previously expected.

We realize that some people may be inconvenienced by these changes, but must stress that they are for your own protection.

MCCORMACK AND SALTONSTALL

The buildings will be open to the public from 7:30 a.m. until 6:00 p.m. Authorized state employees will be able to access the building from 6:00 a.m. until 12:00 midnight. Employees who wish to gain access to the buildings before 7:30 a.m. or after 6:00 p.m. must sign in with the lobby security officer. There will be no exceptions. The sign in procedure is for your protection.

Parking is no longer permitted in front of the John W. McCormack Building. A physical barrier has been established to prevent vehicles from live parking in front of the building as well. A state trooper has been assigned to the front of the building to enforce this directive. Any vehicle parked in front of the building will be ticketed and towed, including nights and weekends.

The State Police will patrol the Saltonstall and McCormack garages at least once an hour.

The Bureau has expanded the scope of our security contract with Nation Wide Security to include a patrol officer from 6:00 p.m. to 12:00 midnight. This officer will patrol the building grounds and garage areas.

The Bureau will also be instituting an employee ID program for all state employees in the McCormack and Saltonstall Buildings. Additionally, the Bureau will conduct full scale evacuations of all buildings this summer. All agency liaisons will be notified in advance of the date and time of the evacuation drill. The evacuations will be done in conjunction with the State Police and Boston Fire Department.

These practice evacuations will help building users and public safety officials to be prepared in the case of an actual emergency.

STATE HOUSE

The State Police have added additional posts to increase the presence of law enforcement in the State House. A State Trooper has been assigned to the main entrance from 6:00 a.m. to 11 p.m. Monday through Friday. The Mt. Vernon Street Arch area has been closed to public traffic and a State Trooper has been assigned to the corner of Mt. Vernon St. and Hancock St. to enforce this directive and limit access to the arch area. The building hours have now been established as 7:30 a.m. to 6:00 p.m. After 6:00 p.m. and on weekends, access is permitted at the main entrance where sign-in procedures have been established.

HURLEY/LINDEMANN

There are regular State Police posts in the Hurley/Lindemann building. This State Police presence will continue in combination with increased patrols in the area. Other new security measures for the Hurley/Lindemann are being reviewed at this time.

Any suspicious persons or actions you witness should be reported to the **State Police (727-2917 or 727-2111)** Emergency. If you have any questions regarding building safety and security issues please contact John Civello, Director of Security at 727-1100 x508.

ADOPT A FLOWER BED PROGRAM

The Bureau is once again asking that the tenant agencies help beautify the McCormack - Saltonstall plaza by donating some flowering plants and some time. All a person needs to do is call the Bureau of State Office Buildings for a chart of the plaza. All of the planters are numbered and there are many to choose from. They range from small three foot diameters to much larger ones. There is sure to be one to fit your budget. Plant as many or as few flowers as you desire and care for them. Adoption can be done by agency, group or even an individual.

If you would like to adopt a flower bed call Ray McCormack at 727-1100 and ask for a chart. He will provide the chart, label your flower bed and help in any way possible. Thanks to the Executive Office of Health and Human Services, Elder Affairs and the Budget Bureau who have already reserved their planters.



ENERGY CONSERVATION

Agencies and offices located in Bureau buildings do not pay their own utility expenses but are paid from the Bureau utility operating account. Utility expenses for the Government Center buildings total over *\$8 million annually with over \$5.5 million of total billings for electricity*. The electric bill for one month for one of the high rise buildings can exceed \$100,000. Electrical use has increased dramatically over the past ten years as we have moved down the information highway and new office machines, PC's and file servers have become common place and essential tools in our work environment.

Office machines including PC's not only increase our use of electricity but generate additional heat as well. Most people are not aware that during most of the year the Bureau is actually removing heat from the building interior. As more heat is generated, costs for removing this heat and for cooling during warm weather increase.

You can help conserve energy and reduce our cooling requirements by turning off your office machines, and PC's when they are not in use, and nonessential electrical devices all are turned off at the end of the day.

When evaluating new products, consider thermal characteristics and energy efficiency. Although you may have to pay a bit more for these products, the taxpayer's savings in energy cost over the life of the equipment will more than compensate for the additional cost.

The Massachusetts Art Commission Report

Interior sculpture conservation

The Massachusetts Art Commission continued its program to care for the State House art collection with the treatment of many interior sculptures during March and April. Conservators from Daedalus, Inc., a sculpture conservation studio in Cambridge, treated fourteen bronze plaques on the first, second and third floors of the State House. They also conducted long-term maintenance of all five interior statues.

Visitors and building tenants will notice a dramatic change in the bronze plaques as old, discolored wax and lacquer coatings as well as decades of grime and other pollutants are removed from crevices of modeling and lettering. A few plaques have experienced oxidation of polished surfaces which has completely altered their original appearance. The Abraham Lincoln/Gettysburg Address plaque in Doric Hall, for example, was originally highly polished around the edges and on the tops of the letters. These areas of unpatinated bronze quickly tarnished until the plaque exhibited an even brown surface. This plaque, and others like it, will be restored to their original appearance, and coated to retard future discoloration. All plaques receive fresh coats of wax which protects them from air-borne pollutants, and emphasizes the sculptural details.

Exterior statue maintenance

Later in the spring the exterior bronze statues will receive their annual maintenance. Each statue will be cleaned of debris, and conservators will renew the wax coating which protects the metal and the intermediate acrylic coating from adverse effects of the acid environment. Annual maintenance of exterior bronzes prevents the recurrence of the corrosion processes, and is therefore essential to their continued preservation.

The Art Commission has now spent 10 years implementing a conservation program to preserve and maintain this historic and memorable collection.

May in Massachusetts History Celebrated through the State House Art Collection

On May 27, 1863, Colonel William F. Bartlett, of Haverhill, led the 49th Massachusetts Volunteer Infantry in the assault on Port Hudson, Louisiana. As Bartlett had lost most of his left leg the previous year, he led his troops on horseback, and was subsequently shot through both the wrist and ankle. Through his courageous leadership Bartlett easily won the devotion of his men, and also the respect of his enemy. He rose quickly through the ranks to become Brigadier General of Volunteers at the age of 24 -- the youngest general in the Army.

Bartlett's statue at the State House was modeled by Massachusetts sculptor Daniel Chester French (who also created the General Hooker and Governor Wolcott memorials). It was unveiled in 1903 on the 41st anniversary of the assault on Port Hudson.

Courtesy Phone Locations

Courtesy Phones are numbered throughout the Government Center complex for a quick response, in case of an emergency.

The following are the phone location numbers assigned:

State House

Location #

- (1) Basement Handicap doors area by Ashburton Park
- (2) Annex side first floor next to fire panel under the arch.

- (3) 2nd floor Great Hall of
Flags next to the payphone

- (4) Third floor near room 337

- (5) Main Entrance (Gen. Hooker Hall)

- (6) Gardner Auditorium lobby area

- (7) Bowdoin St. West Wing 1st floor
room 74

McCormack Building

- (11) Main Lobby - by the escalators and
also by the parking garage elevators

- (12) 12th floor elevator area

- (13) 21st floor conference room area

McCormack Garage

- (21) 1st level entrance

- (22) 2nd and 3rd level elevator lobbies

- (23) 4th level on the column across
from the elevator

Saltonstall Building

- (31) Main Lobby at desk

- (32) 2nd floor next to the conference
rooms

- (33) 14th floor across from the pay
phones

Saltonstall Garage

- (41) Ground level near entrance to the
lobby

- (42) Saltonstall and McCormack drive
thru

DIRECT DEPOSIT PAYROLL



Signing up for Direct Deposit is simple. Your department's payroll office has the proper form .

Anyone who has deposited their paycheck on Thursday afternoon only to find that it shows up in their account on the following Monday can appreciate the benefit of quicker access to their money.

You only need to provide your bank's routing code number and usually a voided personal check if you choose to have payroll Directly Deposited to your checking account.

Second and especially significant in the winter months, Direct Deposit is not affected by the weather, parking problems, bus and train schedules, waiting in long bank lines, and inconvenient hours. The Direct Deposit employee's payroll is brought to the bank by the Commonwealth's automated system, often while the employee is at home.



FOLLOW-UP LIAISON MEETING

The Bureau will be sponsoring a follow-up agency liaison meeting to be held in conference room two in the McCormack Building at 1:00 P.M. Tuesday May 23rd. There will be a short overview of current projects and a question and answer opportunity. Please e-mail Elizabeth Hemond @OSB@BSB to let us know if you plan to attend. The State House follow up liaison meeting will be held on May 31 at 1:00 p.m. in the Superintendent's office in Room 10.

INFORMATION??

The Senior Volunteer program is in full swing and has become very beneficial to all who work and visit the McCormack and Saltonstall Buildings. The volunteers are helping approximately 100 lost and confused people per day. GOOD JOB SENIOR VOLUNTEERS!!

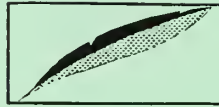


U.S. Savings Bonds 1995 Campaign

For the Commonwealth of Massachusetts, A&F is using the national Saving Bonds campaign theme, "*Invest In Your Future Today-Buy U.S. Savings Bonds*". Our campaign is scheduled for the month of May. During this time period we want to make sure that every employee is contacted in person by a coworker and offered the opportunity to enroll in the Payroll Savings Plan or to increase his or her allotment for Savings Bonds . *See your office campaign coordinator today.*

FROM THE DESK OF TROOPER MIKE

by State Police Det. Mike Coyne



Do you know that according to recent statistics, it is highly possible that you might be a victim of crime at least once in your career as a state employee!!!

Between January and September, (1994) the State Police responded to over 130 crimes in the nine participating office buildings. We have gathered statistics on state employees being robbed, offices broken into, threats and assaults made by strangers, who trespass and vandalize our place of work.

The public sector no longer shares the safe environment of the private sector.

Question people that enter your office who are "just looking for someone," or whose business seems suspicious in any way . Discuss policies with supervisors and managers that increase your security . There are many things that you can do to make a safer workplace.

Prevent yourself and others from becoming victims of crime at work . Make crime prevention your responsibility!



**BEACON HILL
727-2917**

TROOPER MIKE'S 10 GOLDEN RULES

1. Keep an honest person honest. Don't leave your valuables unattended.
2. Lock your home and car. Commute with your car doors locked.
3. Don't flaunt expensive belongings such as jewelry.
4. Walk confidently. Self assurance is recognized by criminals.
5. Keep yourself in good physical condition. Martial arts or any form of exercise reduces your chance of victimization.
6. Don't hesitate to call the police if you see a suspicious person or discover a crime.
7. Always be aware of your surroundings. Learn to recognize dangerous situations.
8. Be suspicious of deals that sound too good to be true, they often are.
9. Don't underestimate or stereotype a criminal. They could be anyone.
10. Have a healthy suspicion of strangers. especially those that come to your home don't be embarrassed to check the identification of city employee or sales persons.

The Great Hall of Municipal Flags

Construction is now underway placing the municipal flags brackets in the Great Hall of the State House. The flags from each city and town are being mounted in three tiers filling the expansive hall with representative colors from around the Commonwealth. This joint project of State Office Buildings and DCPO due to be completed at the end of May will greatly enhance the public's enjoyment of this popular function room. All city and town flags have not been received. If you are not sure whether your home town flag has been received, contact Steven Hill at 727-1100 x 512. You may find that your city or town needs your help or financial contribution to make a flag available.



Do You Have Some News to Share?

If you have any item of general interest or would like to spread the word on one of your agency's upcoming events or programs, we would be glad to include it in our next newsletter. Send your article to George Young, State Office Buildings, State House, Room 10, Boston, MA 02133, or E-Mail George.Young@OSB@BSB.

Are you receiving a copy of our newsletter? If not you can get on our mailing list by contacting George Young at the above address. If you are on the mailing list please circulate the newsletter to those who may not be receiving it.



COMEC CAMPAIGN A SUCCESS

In 1994, employees across the state contributed more than \$1.6 million to the more than 1,800 agencies which are listed in the COMEC brochure. In order for an agency to be listed in the brochure and to receive funds contributed by state employees, it must meet the criteria outlined in EO 354. The final determination for eligibility is the Local Employees Campaign Committee; the five committees (one for each COMEC region) are made up of state employees representing a cross section of the agencies and departments in the region.

The Commonwealth of Massachusetts Employees Campaign (COMEC) is governed by Executive Order 354. This is the only authorized once a year on-the-job fund raising campaign. COMEC is extremely cost efficient; 89.9 percent of every dollar raised provides services to people in need. All employees are encouraged to participate in COMEC; giving is private, voluntary and confidential.

Employees have the opportunity to designate their contributions to a diverse menu of health and human serviced and environmental agencies and advocacy groups. Some are: Make-A-Wish Foundation; American Friends Service Committee; Hospice Federation of Massachusetts; Bridge Over Troubled Waters; Clean Water Fund; Project Bread/The Walk for Hunger;

HELP US CIRCULATE THIS NEWSLETTER



The Bureau of State Office Buildings prints this newsletter at its own costs for the benefit of the agencies and employees who work in our buildings. Many people who have read the newsletters have told us how helpful it has been in updating them on our programs and items of general interest. However, others say they do not see every issue.

Since we cannot provide everyone with a copy, we are asking your help in posting the newsletter in your office area and reproducing it for more general circulation in your agency or office. We have established a distribution list which now includes all agency heads and our building liaisons. If your agency head or BSOB liaison is not receiving the newsletter, contact us at 727-1100

EMERGENCY PHONE NUMBERS

Building Operations 727-1000
State Police 727-2111

*Bureau of State Office
Buildings*

727-1100

*Dennis R. Smith,
Superintendent*

*Gerald T. Roosa,
Deputy Superintendent for
Administration/Publisher*

*Leo Colborne, Deputy
Superintendent for
Operations*

*Neil R. Kilpeck,
Executive Asst./ Editor*

*George M. Young, Asst.
Editor, Layout Artist*

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES CONTROL COMMISSION	2204	727-3040
APPELLATE TAX BOARD	1010	727-3100
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION ARBITRATION	1105	727-3466
BUREAU OF STATE OFFICE BUILDINGS	Garage level	727-4100
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	100	626-3680
COMMITTEE ON CRIMINAL JUSTICE	2100	727-6300
DEPARTMENT OF FOOD AND AGRICULTURE	2103	727-3020
DEPARTMENT OF CORRECTIONS	2200	727-3300
FISHERIES, WILDLIFE & ENVIRONMENTAL LAW ENFORCEMENT	1902	727-3151
DEPARTMENT OF LABOR AND INDUSTRIES	1107	727-3452
FAIR LABOR AND BUSINESS PRACTICES	1100	727-3065
DEPARTMENT OF REVENUE TAXPAYERS ASSISTANCE	2-9 200	727-4545
DEPARTMENT OF PUBLIC UTILITIES	1200	727-3500
DESIGNER SELECTION BOARD	1610	727-4046
DIVISION OF ADMINISTRATIVE LAW APPEALS	904	727-7060
DISPUTE RESOLUTION	1406	727-2224
DIVISION OF CAPITAL PLANNING, & OPERATIONS - REAL ESTATE MGT	1611	727-8090
OFFICE OF PROGRAMING	1611	727-4105
DIVISION OF REGISTRATION AND LICENSING	1513/1609	727-3074
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING BOARD	1304	727-1136

AGENCY	ROOM	PHONE
COMMUNITIES AND DEVELOPMENT (EOCD) EXECUTIVE OFFICE OF	1804	727-7765
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY DEVELOPMENT	1704	727-7130
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC DEVELOPMENT	1803	727-7004
ENVIRONMENTAL AFFAIRS EXECUTIVE OFFICE FOR	2000	727-9800
MASSACHUSETTS DEPART - MENT OF ENVIRONMENTAL MANAGEMENT (DEM) -	1905	727-3180
GOVERNOR'S HIGHWAY SAFETY BUREAU	2104	727-5074
GOVERNOR'S COMMISSION ON MENTAL RETARDATION	1103A	727-0517
HAZARDOUS WASTE SAFETY	1405	727-6930
APPRENTICE & TRAINING	1107	727-3486
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	284-0360
LOW - LEVEL RADIOACTIVE WASTE	903	727-6018
MINORITY AND WOMEN BUSINESS ASSISTANCE	1305	727-8692
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION (WORK. COMP)	1601	727-3437
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
STANDARDS -- LAB	110	727-3480
STATE DATA CENTER (MISER)	1103	727-4537
TELECOMMUNICATIONS	1209	727-8627
TECHNICAL ASSISTANCE FOR TOXICS USE REDUCTION	2109	727-3260
TRAVEL & TOURISM	1300	727-3201
VETERAN SERVICES	1002	727-3570
VICTIM WITNESS ASSISTANCE BOARD	1104	727-5200

Note: for McCormack Building See other side

To correct errors or update

Please contact George Young @OSB@BSB

or 727-1100

MAY95

STATE POLICE 727-2917

ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES .

McCORMACK DIRECTORY



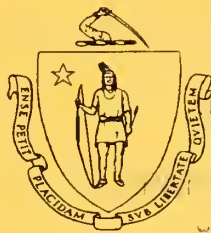
AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION STATE	213	727-7441
ARCHITECTURAL ACCESS BOARD	1310	727-0660
ATTORNEY GENERAL	2000	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
AUDITOR	1819	727-6200
BOXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL INVESTIGATIONS	503	727-6950
BUREAU OF STATE OFFICE BUILDINGS	107	727-0929
BUSINESS DEVELOPMENT OFFICE	2101	727-3206
CAMPAIGN AND POLITICAL FINANCE	411	727-8352
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	105	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	413	727-2293
COMEC	307	727-1119
COMMISSION AGAINST DISCRIMINATION	601	727-3990
COMPTROLLER, OFFICE OF	900	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF CAPITAL PLANNING AND OPERATIONS	1500	727-4050
BID ROOM	416	727-4003
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2101	727-8380
EXECUTIVE OFFICE FOR EDUCATION, EXECUTIVE OFFICE OF	1401	727-7785
ELDER AFFAIRS, EXECUTIVE OFFICE OF	500	727-7750
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	619	727-0060
FIRST AID CLINIC	PLAZA (P09)	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE AGAINST DRUGS	611	727-0786
GOVERNOR'S AUTO THEFT STRIKE FORCE	105	727-0220
HEALTH & HUMAN SERVICES EXECUTIVE OFFICE OF	1109	727-7600
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE OFFICE OF	2112	727-6573
JOINT LABOR MGT. COMMITTEE	610	727-9690
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT INFORMATION SYSTEMS	801/1600	727-5072
PERSONNEL ADMINISTRATION	205	727-8371
PERSONNEL ADMINISTRATION	200	727-3555
EXECUTIVE OFFICE OF EXAMINATION	303	727-3777
PROBATION COMMISSION	401	727-5300
PROCUREMENT AND GENERAL SERVICES	1017	727-7500
PURCHASING/CENTRAL REPRODUCTION	PLAZA	727-7500
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION	1101	727-9380
PUBLIC SAFETY, EXECUTIVE OFFICE OF	2133	727-7775
PUBLIC SAFETY COMMISSIONER	1301	727-3200
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	367-7770
SECRETARY OF STATE		
CITIZEN INFOR.	1700	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9440
ELECTIONS	1705	727-9440
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
SUFFOLK SUPERIOR COURT	413	725-8251
TREASURY OFFICE OF	1200	367-3900
UNDER GROUND STORAGE	1301	727-6255

Note: for Saltonstall Building See other side
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or 727-1100 MAY 95

STATE POLICE 727-2917

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722 AND 727 EXCHANGES .

GOVERNMENT DOCUMENTS
COLLECTION

JAN 02 1996

City of Massachusetts
Department of**Government Center
Newsletter**

V.2, Issue 2

Bureau of State Office Buildings

August 1995

**SALTONSTALL
FARMERS'
MARKET****"Massachusetts Grown and Fresher..." Produce comes to Saltonstall Building.**

A new farmers' market is open on Thursdays in front of the Saltonstall Building. The market is open every Thursday from 11:00 a.m. to 5:00 p.m. until frost.

You are invited to visit and shop for fresh fruits and vegetables from our local farmers during the summer months. Among the many products to enjoy are farm fresh tomatoes, sweet corn, string beans, berries, preserves, honey, baked goods, eggs, ice cream and sherbet; herbs and flowers.

Sponsored by the State Department of Food and Agriculture. For comments and information please call Anneli Johnson at 727-3018 x175 or x122.

**What's New in the Cafe**

by Sarah Dunford & Duane Wills

Those of you who frequented Plaza Deli when it was owned by Tony Penta will be glad to know that Tony is taking over the operation of the McCormack and Saltonstall cafeterias with his partner Richard Finocchiaro. Anthony and Richard doing business as A & R Food Service Corporation, were chosen over two other candidates by a committee selected by Dennis Smith, Superintendent of the Bureau of State Office Buildings. The committee members, who represented various agencies from both buildings, included: Janet LaFonde, Food and Agriculture; Roger Provost, Communities and Development; Dan Wasserman, Department of Revenue.; Matthew Striggles, Designer Selection Board; Sarah Dunford and Duane Wills, Executive Office of Consumer Affairs and Leo Colborne and Gerry Roosa, Bureau of State Buildings.

The Committee was looking for a restaurant-style atmosphere for the McCormack Building and more options for the smaller cafeteria in the Saltonstall Building. After reading three proposals and listening to three presentations, the committee decided that A & R could offer the best service to State Employees.

Tony has proposed physical improvements to the cafeteria, such as new lighting, new drapes and new carpeting. The Saltonstall will have new vending machines serving hot and cold food 24 hour service and access to a microwave. Users of the cafeteria can look forward to a large, new menu and a more pleasant area to enjoy their food. Some improvements will be apparent immediately; others may take several weeks.

FLOWER BEDS ADOPTED

The adopt a Flower Bed Program saw a substantial increase in participation over the previous year. Participation was up 200% and all of the individuals and agencies did a wonderful job. The following individuals and agencies worked hard to improve the Saltonstall and McCormack plaza areas as well as the McCormack main entrance plaza:

Environmental Affairs Data Center
Planter A-B-C-D

Executive Office of Public Safety
Planter G

Auditors Office
Planter W

Food & Agriculture
Planter T-Z

Executive Office of Health and Human
Services
Planter Y

Executive Office of Elder Affairs
Front & Side McCormack Plaza

Thank You all once again for a fine effort improving the plaza areas outside of office buildings. Special recognition for the Environmental Affairs Data Center for going above and beyond expectations in both number of planters chosen and the exceptional effort that went into beautifying those planters. Also deserving special recognition is Elder Affairs for taking on such a large project two years in a row.



Security Update

The Bureau of State Office Buildings is prepared to purchase a state of the art photo-identification system. The system will be similar to the new RMV licenses. The Bureau will photograph employees and issue an ID card with their name, agency, building and ID number. The Bureau is requesting that all agencies forward current staff rosters that will be used to process the ID's. The program should be underway by Sept. 1st.

On June 6 the Hurley Building evacuation team conducted a full scale building evacuation. The evacuation team members used a telephone tree calling system to inform all building tenants of the evacuation. The drill went smoothly and everyone was evacuated within 15 minutes. Similar drills will occur in the Saltonstall and McCormack buildings in the following months.

**FIRE DRILLS ARE
CONDUCTED FOR YOUR
SAFETY, PLEASE
PARTICIPATE**

Courtesy Phone Locations

Courtesy Phones are numbered throughout the Government Center Complex for a quick response, in case of an emergency.

The phone locations and their assigned numbers are :

State House

- (1) Basement Handicap doors area by Ashburton Park
- (2) Annex side first floor next to fire panel under the arch.
- (3) Second floor near Great Hall of Flags next to the pay phone
- (4) Third floor near Room 337
- (5) Main Entrance (Gen. Hooker Hall)
- (6) Gardner Auditorium lobby area
- (7) Bowdoin St. West Wing First floor Room 74

McCormack Building

- (11) Main Lobby - by the escalators
- (11a) By the parking garage elevators
- (12) 12th floor elevator area
- (13) 21st floor conference room area

McCormack Garage

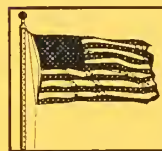
- (21) First level entrance at garage door
- (22) Second level elevator lobby
- (22a) Third level elevator lobby
- (23) 4th level on the column across from the elevator

Saltonstall Building

- (31) Main Lobby at desk
- (32) 2nd floor next to the conference rooms
- (33) 14th floor across from the pay phones

Saltonstall Garage

- (41) Ground level near entrance to the lobby
- (42) Saltonstall and McCormack drive thru



FLAG DAY 1995 was celebrated at the State House with the grand opening of the Gallery of Municipal Flags in the Great Hall. Metropolitan District Commissioner, David Balfour was the master of ceremonies. The Hanscom Air Base Band and Chorale provided music, while Minutemen from Lexington formed the color guard. Lieutenant Governor Paul Cellucci made a brief address and accepted the flags of 18 cities and towns into the collection.

There are now 194 flags of Massachusetts cities and towns hung high on the walls of the Great Hall, spanning three hundred years from Plymouth, the oldest town -- established in 1620, to East Brookfield, the newest town -- established in 1920. Eighteen new flags are on display at the floor level. Any flag submitted by the remaining cities and towns will also be placed on display in floor mounts until all the walls are prepared. Hopefully not too many Flag Days will pass before all 351 cities and town of the Commonwealth are represented in the Great Hall.

COMEC CAMPAIGN

The Commonwealth of Massachusetts Employees Campaign (COMEC) is governed by Executive Order 354. This is the only authorized annual on the job fund raising campaign. COMEC is extremely cost efficient; 89.9 percent of every dollar raised provides services to people in need. All employees are encouraged to participate in COMEC; giving is private, voluntary and confidential.

In 1994, employees across the state contributed more than \$1.6 million to the more than 1,800 agencies which are listed in the COMEC brochure. In order for an agency to be listed in the brochure and to receive funds contributed by state employees, it must meet the criteria outlined in Executive Order 354. The final determination for eligibility is made by the Local Employees Campaign Committee; the five committees one for each COMEC region that are made up of state employees representing a cross section of the agencies and departments in the region.

Employees have the opportunity to designate their contributions to a diverse menu of health and human services and environmental agencies and advocacy groups. Some are: Make-A- Wish Foundation; American Friends Service Committee; Hospice Federation of Massachusetts; Bridge Over Troubled Waters; Clean Water Fund; Project Bread/The Walk for Hunger, Salvation Army and the Cancer Society.

PLEASE CONTRIBUTE



CONFERENCE ROOM SCHEDULING

Elizabeth Hemond schedules the conference rooms on the 2nd floor of the Saltonstall Building and the 21st floor of the McCormack Building. Please call 727-0929 or E-Mail @OSB@BSB her the date, time, number of people and the contact person. Thank You!



SHARE A RIDE PROGRAM

The lobby of the McCormack Building has a bulletin board devoted strictly to ride-share information for both drivers and passengers. Any 5,000 of the employees of the State's Government Center Complex who has an interest in sharing rides is strongly encouraged to participate in this worthy program. You can leave messages, either personally or by sending them via E-Mail to Elizabeth Hemond @OSB@BSB who will post them on the bulletin board. To read messages employees will have to personally check the board.

EMERGENCY PHONE NUMBERS

Building Operations 727-1000

State Police 727-2111

Medical Emergencies 911



MEDICAL EMERGENCIES

What should you do???

If a co-worker appears to be in medical distress, first assess what the problem might be. Always check your ABC's , **A-Airway**. Is the victims airway obstructed? **B- Breathing**. Is the victim breathing? **C- Circulation**. Does the victim have a pulse? Get a outside line when on centrex then activate the emergency medical system **Dial 911**. Ask for an ambulance to respond. Communicate to the operator, the victims exact location and nature of the problem. Know the victims name and other identifying information. **Next** call the Massachusetts State Police on Beacon Hill, **727-2917**. Give the same information to the police dispatcher that you gave to the 911 operator. In most cases the State Police will arrive first. All Troopers are First Responders and some are Emergency Medical Technicians. Assist by having one employee stay with the victim and another employee meet the police and ambulance at the front of the office. Your best course of action when faced with a medical emergency is to activate the emergency medical system in this way.. " It is better to be safe than sorry."

Office of the Comptroller makes major changes on the 9th floor

The Office of the Comptroller located on the ninth floor of Ashburton Place, is undergoing a series of alterations. Over the next few months, the office will be expanding into the floor space vacated by the Teachers Retirement Board.

Like many state offices, the Comptrollers Office is concerned about safety and security . Consequently have conducted a security audit with the Bureau of State Office Buildings and the State Police. The Comptroller's Office is acting upon many of their recommendations. One immediate new policy change that will affect visitors is restricted access to the office as well as sign in procedures. Many state agencies currently have similar polices and over the next month the Comptroller's office will be installing a pass card access system, a doorbell and a centrex phone in the corridor to ensure that our visitors are minimally inconvenienced by these changes.

BUY
US SAVINGS
BONDS

FROM THE DESK OF TROOPER MIKE

by State Police Det. Mike Coyne



Crime Prevention Tips for the Government Center Complex (How safe are you at work??)

Crime disrupts the workplace. Regardless the value of the property stolen, the victim can feel violated, and morale of the entire office can be affected. Fear of crime will rise, and production will slow down. If you already have a security system put into place re-examine it. What are its strengths and weaknesses?

No one security measure can guarantee your safety. Security is a combination of efforts and systems put into place to guard your home and your work place. Many of these systems are affordable and easily implemented.

At least one person in every office should have the responsibility of considering the security and safety of your workplace and act as a liaison with the State Police.

Enough cannot be said for every employee having access to a locked file cabinet. **ALL PROPERTY SUCH AS PURSES, LAPTOP COMPUTERS, CALCULATORS AND ALL VALUABLES SHOULD BE STORED IN A LOCKED FILE CABINET!!** Do not leave these items unattended for even a brief trip to the water cooler. Most stolen wallets are taken from purses that are unsecured, underneath the employees desk, or placed in an unlocked file cabinet in an effort to hide it.

Who in your office would you turn to if your property was stolen, or if you were robbed in the staircase or elevator!

Have a locksmith, re-key offices that have had a breach of security. Immediately cancel all credit cards checks and ATM cards that are missing thieves use these items within minutes after they are stolen.

Question, people who are wandering in your office ASSIST them in finding "who they say their looking for". Often thieves are opportunist who are wandering the building looking for unsecured valuables and empty offices..

MAKE these tips **WORK**. Adapt, Overcome and Improvise if you have to. Be creative and consult with the State Police on Beacon Hill. We will always be here to help.



**BEACON HILL
727-2917**



F. Y. I.

All Bureau staff now wear photo I.D.s identifying them as people who belong in your office areas. If you spot any worker, look for some identification. Call the Bureau if you have any questions about the identity or business of anyone in non-public areas. Call us at 727-1100.

After hours please call the Beacon Hill State Police Barracks at 727-2917

The State House Book Store



Renovations have been made to the State House bookstore which is located by the Main Entrance and State House Manger John Civello's Office. Stop in and Browse! Their selection is not limited to books. Secretary of State William Galvin plans to add new items for sale. Watch this space for further details.



ANOTHER PERSON'S TRASH.....

When the newspaper is finished, what do you do with it? Leave it in the office to disappear overnight? Carry it home to line the bird cage? Carry it home to recycle? Toss it into the trash? Or do you place it in one of the many newspaper recycling barrels located around the Government Center Complex. When you use these barrels, you conserve our natural resources such as trees. According to the Associated Press, the cost of recycled newspapers has jumped from \$30 a ton last year to \$160 a ton now. Newspapers have become so valuable that thieves regularly raid curbside recycling bins for newspapers. This deprives cities and towns of much needed revenue income. So do your part and toss your used newspaper into one of the many recycling barrels around the Government Center Complex.

LIAISON MEETINGS

The Bureau once again held follow up agency liaison meetings for all buildings. The McCormack, Saltonstall, Hurley-Lindemann meeting was held on May 23, 1995 in the McCormack 21st floor conference room. The entire meeting was an open forum with all agencies getting a chance to ask questions and voice their concerns.

The State House meeting was held on June 1, 1995 following the same format. It is not necessary to wait for these meetings to have your questions answered and problems solved. If you have questions or problems call 727-1000 or 727-1100.

McCORMACK DIRECTORY



AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION STATE	213	727-7441
ARCHITECTURAL ACCESS BOARD	1310	727-0660
ATTORNEY GENERAL	2000	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
AUDITOR	1819	727-6200
BOXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL INVESTIGATIONS	503	727-6950
BUREAU OF STATE OFFICE BUILDINGS	107	727-0929
BUSINESS DEVELOPMENT OFFICE	2101	727-3206
CAMPAIGN AND POLITICAL FINANCE	411	727-8352
CAPITAL PLANNING AND OPERATIONS	1500	727-4050
BID ROOM	416	727-4003
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	105	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	211	727-2293
COMEC	307	727-1119
COMMISSION AGAINST DISCRIMINATION	601	727-3990
COMPTROLLER, OFFICE OF	900	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF		
CORPORATE CHEF (CAFE)	PLAZA	248-3957
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2101	727-8380
EXECUTIVE OFFICE FOR		
EDUCATION, EXECUTIVE OFFICE OF	1401	727-7785
ELDER AFFAIRS, EXECUTIVE OFFICE OF	500	727-7750
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	619	727-0060
FIRST AID CLINIC	PLAZA (P09)	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE AGAINST DRUGS	611	727-0786
GOVERNOR'S AUTO THEFT STRIKE FORCE	105	727-0220
HEALTH & HUMAN SERVICES EXECUTIVE OFFICE OF	1109	727-7600
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE OFFICE OF	2112	727-6573
JOINT LABOR MGT. COMMITTEE	610	727-9690
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT INFORMATION SYSTEMS	801/1600	727-5072
PERSONNEL ADMINISTRATION	203	727-3555
EXECUTIVE OFFICE OF		
EXAMINATION ADMIN.	303	727-3777
PROBATION COMMISSION	401	727-5300
PROCUREMENT AND GENERAL SERVICES	1017	727-7500
PURCHASING/CENTRAL REPRODUCTION	PLAZA	727-7500
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION	1101	727-9380
PUBLIC SAFETY, EXECUTIVE OFFICE OF	2133	727-7775
PUBLIC SAFETY COMMISSIONER	1301	727-3200
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	367-7770
SECRETARY OF STATE		
CITIZEN INFORMATION	1611	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9640
ELECTIONS	1705	727-2828
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
SUFFOLK SUPERIOR COURT	413	725-8251
TREASURY OFFICE OF	1200	367-3900
UNDER GROUND STORAGE	1301	727-6255

Note: for Saltonstall Building See other side

To correct errors or update

Please contact George Young @OSB@BSB
or 727-1100 AUG95

STATE POLICE 727-2917

ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES .

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES	2204	727-3040
CONTROL COMMISSION		
APPELLATE TAX BOARD	1010	727-3100
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION	1105	727-3466
ARBITRATION		
BUREAU OF STATE	Garage	727-4100
OFFICE BUILDINGS	level	
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	100	626-3680
COMMITTEE ON CRIMINAL	2100	727-6300
JUSTICE		
CORPORATE CHEF (CAFE)	1400	248-8635
DEPARTMENT OF FOOD AND	2103	727-3020
AGRICULTURE		
DEPARTMENT OF	2200	727-3300
CORRECTIONS		
SHERIES, WILDLIFE &	1902	727-3151
ENVIRONMENTAL LAW		
ENFORCEMENT		
DEPARTMENT OF LABOR	1107	727-3452
AND INDUSTRIES		
APPRENTICE & TRAINING	1107	727-3486
DEPARTMENT OF REVENUE	2-9	
TAXPAYERS ASSISTANCE	200	727-4545
DEPARTMENT OF PUBLIC	1200	727-3500
UTILITIES		
DESIGNER SELECTION BOARD	1610	727-4046
DIVISION OF ADMINISTRATIVE	904	727-7060
LAW APPEALS		
DISPUTE RESOLUTION	1406	727-2224
DIVISION OF CAPITAL PLANNING,	1611	727-8090
OPERATIONS - REAL ESTATE MGT		
OFFICE OF PROGRAMING	1611	727-4105
DIVISION OF REGISTRATION	1513/1609	727-3074
AND LICENSING		
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING	1304	727-1136
BOARD		
COMMUNITIES AND	1804	727-7765
DEVELOPMENT (EOCD)		
EXECUTIVE OFFICE OF		

AGENCY	ROOM	PHONE
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY	1704	727-7130
DEVELOPMENT		
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC	1803	727-7004
DEVELOPMENT		
ENVIRONMENTAL AFFAIRS	2000	727-9800
EXECUTIVE OFFICE FOR		
MASSACHUSETTS DEPART -	1904	727-3180
MENT OF ENVIRONMENTAL		
MANAGEMENT (DEM)		
RESOURCE CONSERVATION	1404	727-3160
DIVISION OF FORREST/ PARKS	1904	727-3180
DEPARTMENT OF LABOR INDUSTRIES	1107	727-3452
EMPLOYMENT AGENCY SECTION	1106	727-3696
ASBESTOS/ LEAD DIVISION	1106	727-7047
GOVERNOR'S HIGHWAY	2104	727-5074
SAFETY BUREAU		
GOVERNOR'S COMMISSION ON	1103A	727-0517
MENTAL RETARDATION		
HAZARDOUS WASTE SAFETY	1405	727-6930
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	284-0360
LOW - LEVEL RADIOACTIVE	903	727-6018
WASTE		
MINORITY AND WOMEN	1305	727-8692
BUSINESS ASSISTANCE		
PUBLIC EMPLOYEE RETIREMENT	1601	727-3437
ADMINISTRATION \WORK. COMP		
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
SENTENCING COMMISSION	902	742-6867
STANDARDS -- LAB	110	727-3480
STATE DATA CENTER (MISER)	1103	727-4537
TELECOMMUNICATIONS	1209	727-8627
TECHNICAL ASSISTANCE FOR	2109	727-3260
TOXICS USE REDUCTION		
TRAVEL & TOURISM	1300	727-3201
VETERAN SERVICES	1002	727-3570
VICTIM WITNESS ASSISTANCE	1104	727-5200
BOARD		

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or 727-1100
AUG95

STATE POLICE 727-2917

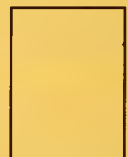
ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES

Bureau of State Office Buildings
State House Room 10 727-1100
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Gerald T. Roosa, Deputy Superintendent for Administration/Publisher
Leo Colborne, Deputy Superintendent for Operations
Neil R. Kilpeck, Director Safety and Security
John F. Civello, State House Manager

George M. Young, Asst. Editor, Layout Artist

Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124



Mailing Label



Government Center Newsletter

GOVERNMENT DOCUMENT
COLLECTION

NOV 16 1995

University of Massachusetts
Library

October 1995

Issue 3

Bureau of State Office Buildings

October 1995

SECURITY PLANS CONTINUE

The Bureau is continuing with plans to upgrade the security in the McCormack and Saltonstall buildings. The newest addition to this plan is a link with the new MITC building in Chelsea. With cooperation from DOR and OMIS the Bureau is seeking to purchase and install equipment that is compatible with the security equipment in the MITC building. Upon completion of this plan the MITC employees will have the same identification badges as those used in Bureau buildings. The badges will also double as an access card that will be able to be used in the three facilities.

In September, the Bureau's Director of Safety and Security, Neil Kilpeck, met with United States Marshals, who did an onsite study of building security. The Marshals made several recommendations to improve security. Many of the suggestions will be implemented at the time the ID/card access system comes on line:

- * Each agency will control the access levels to their own restricted levels.
- * There will be the increased security presence and the metal detectors in the high-rise lobbies.
- * The lobbies will be the only points of pedestrian access to the buildings. All other entrances will be closed including

garage pedestrian doors (access still available with electronic card) and the plaza levels of McCormack and Saltonstall

- * ID badges will be necessary for after hours entrance to the buildings.
- * Employees will wear ID badges at all times in the building.

Many other recommendations were made and will be implemented over time. A long term plan will be developed with the intention of greatly improving security while keeping the "public" in public buildings.

REPORTING CRIME IN THE STATE OFFICE BUILDING COMMUNITY

The importance of reporting crime in the Government Center Community can not be over stressed. Theft is a major concern in the area. Personal and state property, which may be stolen from an office or vehicle, carries the same weight with the Bureau and the State Police. Any theft of state property will indirectly be paid for by you the taxpayer. A person stealing state property is really stealing from you. Be sure to promptly report all thefts to the State Police at 727-2917 or Neil Kilpeck, Director of Safety and Security, at 727-1100. Detective Mike Coyne has been working hard to investigate all crime and educate the Government Center Community. He can't find it if he doesn't know it's missing.

Finally and of equal importance is to report all thefts of state property to the Auditor's office. The Auditor is required to account for all state assets and must be informed if an item is stolen.

FIRE EVACUATION DRILLS

Please remember that evacuation drills are conducted in the state office buildings for the safety of the tenants. If there is a drill on your floor, it should be taken seriously and directions for evacuation should be followed.

OFFICE CONDITION REPORTS

The Bureau has recently started a new program in which each agency's office is evaluated by Bureau staff at the end of each day to determine its condition. Items included in this evaluation will consist of the following:

- UNLOCKED DOORS
- LIGHTS LEFT ON
- COMPUTERS LEFT ON
- OPEN WINDOW
- A/C LEFT ON
- ORGANIC TRASH NOT REMOVED
- FOOD ACCESSIBLE TO PESTS
- OPEN DOOR

Some of you may have already received a copy of this office condition form. If you have yet to receive one, the process begins with a receipt-like note left on the door of the agency in which there is a problem. A second copy of this form will be sent to the agency liaison, and a third copy will be kept on file at the Bureau. The purpose of this program is to provide a safe and economical work environment for all employees of Government Center.

BLUE LIGHTS



For your convenience we have installed blue lights next to courtesy phones in the Saltonstall and McCormack garages so they can be more easily located. Remember that courtesy phones can be used to contact your office or a colleague if you are running a little late, and are a great way to check voice mail messages.

CITY & TOWN FLAGS

A second set of city flags will be hung up in the Hall of Flags on a tentative date prior to Flag Day 1996. We have continued to receive flags and hope to soon have all 351 cities and towns represented. If your town has a flag they would like to send us, or if you have any questions, please contact Jennifer Bean at 727-1100 or by E-Mail to Jennifer.Bean@OSB@BSB.

UNIFORMS



You will soon notice that all Bureau construction and labor personnel will be wearing uniforms. The purpose of these uniforms is to help identify **Bureau staff**, and to maintain a professional appearance. **Blue pants and a blue and white pin-striped shirt** with an emblem of the State House and the Bureau's name on the front will be worn by our own staff. The **Community Team** will also wear shirts with the State House emblem and their own identification stitched on the front.

SALTONSTALL FARMER'S MARKET



The Saltonstall Farmer's Market is still going strong, and will continue to do so hopefully until the end of October, depending on weather, of course. They are currently selling herb plants, baked goods, a variety of squash, apples, and other farm products. They are open from 11:00 a.m.-6:00 p.m. on Thursdays. Make a point of stopping by before winter squash and snow peas take on a whole new meaning!

Massachusetts Art Commission

The Massachusetts Art Commission has begun another year of conservation of the objects in the State House art collection. Eleven paintings and their frames have been sent to conservators for cleaning and repair. The paintings are due back from the studios in early December and will be on view again shortly thereafter.

Robert Severy, DPA employee and frequent supporter of the Art Commission's conservation program, has sponsored the treatment of three portraits from the State Library, a gift which this year totaled \$4,030. On behalf of the Commonwealth, the Art Commission is sincerely grateful to Mr. Severy for his generous sponsorship of eleven paintings from the art collection over the last four years.

During the early summer months, additional paintings were reframed under plexi-glass to protect them from airborne pollutants and accidental damage. Several sculptures were also permanently roped off to remind the viewer not to touch or place food or personal belongings on the installations. We continue to request your help in preserving our historic collection.

A note of thanks to all from.....



*Ashburton Cafe- One Ashburton Place
Metro Grill - 100 Cambridge St.*

A&R Food Service Corporation would like to thank all employees of both the Saltonstall and McCormack Buildings for their support, helpful suggestions, and kind comments. Soon there will be a bi-monthly newsletter called "Food for Thought", which will include some upcoming menu selections, a fat-free/low-calorie section, an underutilized fish and Massachusetts grown products section, a catering guide, recipes, and letters to the editor.

Renovations will be made at the McCormack Building that will bring a new clean, bright look to the dining area and service line.

Additional items have been added to the menu at the Ashburton Cafe such as Bon Sante' Low Fat Ice Cream, Annie's frozen yogurt, and Crystal Light to name a few. Please feel free to pass along comments that you feel may be helpful. You may call 248-3957 and ask for Tony, or e-mail to tony@shore.net, or drop an anonymous note in their suggestion box.



BEACON HILL
727-2917

STATE POLICE PHONE STICKERS AVAILABLE

Massachusetts State Police-Beacon Hill telephone stickers are now available to all members of the Metro-Boston State Office Building Community at Central Reproductions for \$12.00 plus delivery, for 200 stickers. Call 727-7500 ext.400 for a quick delivery!!!

The number on the sticker, 727-2917, can be used for all business AND emergency purposes. It will be answered 24 hours a day, 365 days a year. Be sure to place one on every telephone in your office.

STATE HOUSE GIFT CART

by Mary Rinehart

There's something new in Doric Hall!! If you haven't stopped by the Tours Desk since last spring, you may not know about the State House Gift Cart.

The Gift Cart was officially opened on Saturday, July 1, 1995 in conjunction with the Harborfest activities at the State House. The Gift Cart is sponsored by Secretary of the Commonwealth, William F. Galvin, and operated by his staff at the State House Tours Division. There are also gift items available in the State Bookstore located in Room 116 on the first floor of the State House.

The new Gift Cart is situated on the second floor near the Tours and Information Desk in Doric Hall. There are many fun and unique gift ideas ranging from T-shirts, magnets, key chains, and notecards, to mirrors, mugs, and prints. We will be expanding the merchandise line soon and it will be a great, convenient place to stop and do some holiday shopping! These items are also ideal gifts for interns, staff, and great souvenirs for VIP or constituent groups. The hours of the Gift Cart are **Monday through Friday from 10:00 a.m. to 4:00 p.m.** Stop by soon!!!

SALTONSTALL AIR QUALITY

The Bureau is still compiling data on a questionnaire sent to all cabinet secretaries, constitutional officers, agency heads, and bureau liaisons. Initial responses reinforce the magnitude of the air quality problem in the Saltonstall building. DCPO is awarding a \$15.8 million contract to remove asbestos, install a sprinkler system, and improve the overall air quality. The next newsletter will feature specifics on this project.

CONFERENCE ROOM SCHEDULES

Have you ever wanted to hold a meeting in one of the Saltonstall or McCormack conference rooms? Did you know that rooms 206, 207 and 208 in the Saltonstall and Conference Rooms 1, 2 and 3 on the 21st floor of the McCormack are available for meetings? Have you ever wondered about the availability of these rooms? Well! A solution is at hand! Pick up your very own copy of the schedule for these conference rooms at Room 107 in the McCormack Building or the information desk in the Saltonstall Lobby, or call Operations at 727-0929.



NATIONAL QUALITY MONTH

October is National Quality Month. As we celebrate please take note that Total Quality Management (TQM) is alive and well in the Commonwealth! TQM is a management approach which is driven by the desire to satisfy customers, and continually improve and make decisions based on data. TQM is also a set of values: respect, trust, and collaboration. TQM can turn a bureaucratic organization on its head because employees who are closest to the customer become its most important members.

Governor Weld and Representative John McDonough launched TQM in 1992. Priscilla Douglas, Secretary of Consumer Affairs and Business Regulation coordinates the ongoing effort. Secretary Douglas has a rich quality management background. She gained extensive TQM experience while working with the father of quality -- W. Edwards Deming -- beginning in 1982.

Successful TQM projects are underway in the following agencies: State Police, Registry of Motor Vehicles, Consumer Affairs, Environmental Affairs, Department of Public Health, Department of Mental Health, DCPO, Hampden Probate and

Family Court, Executive Offices of Communities and Development, Department of Employment and Training, and the Massachusetts Highway Department.

In addition, many agencies are becoming more customer driven by implementing "one-stop shopping" and reducing turn-around time. Taxpayers -- the customers of government -- benefit from quality improvement efforts.

If you would like to learn more about TQM or have any questions, please plan to attend an introductory workshop conducted by Secretary Priscilla Douglas.

DATE: October 16, 1995

TIME: 9 a.m. - 12:00 p.m.

PLACE: McCormack Conference Room

RSVP: Mary Costin at 727-7755
ext.402 or E-Mail
Mary.Costin@Ex@SCA

FROM THE DESK OF TROOPER MIKE

by State Police Det. Mike Coyne



HOME INVASION

While you're at work, is your home safe???

The majority of home invasions occur during the daytime, while the occupants are at work or running errands. How safe is your home? Are you willing to gamble on the chance that your home will never get broken into just because it hasn't happened to you yet? Criminals know that the penalties for breaking and entering into people's homes are less severe if they enter in the daytime without a weapon.

There is no way to guarantee that your home will not be broken into, but you can make it as difficult as possible for the potential thief to do so. A person intending to break into a home often looks for the easiest target. Only the most skilled criminals, seeking valuables in the wealthiest neighborhoods, will attempt to invade a home with a well thought out set of security devices. It's just too much work for them, considering that they can get the same items more easily from a home that is less guarded.

The best first defense for your home is by not advertising what you own. How discreet were you in moving in your expensive stereo? Did you re-key the locks from the previous owner? Do you leave windows and shades open when you leave the house for the day? Most homes are broken into by someone who has been to your house before. We live in a time where we must be cautious about delivery persons, babysitters and

anyone unattended in your home, not even for a short while! It is advisable to prepare your house for a babysitter or contractor by hiding your valuables. Be careful to tear up papers that have your name and address, before throwing them away. Criminals can learn many things about you by looking in your trash.

There are many home security alarms to consider, and when combined with other security measures are very effective. A peephole viewer in the front and back doors of your home, adjustable locks which allow your windows to open only a few inches, good lighting and motion sensors on the exterior of your home, and putting the lights in your house on a timer when you're not home may also help.

Using only your first initial on your mailbox and securing your mail with a lock may insure your privacy. Have your phone number unlisted and unregistered. If you receive obscene phone calls, just hang up. If the calls persist, contact the police and phone company. If someone comes to your door asking to use your phone, no matter what the emergency, tell them that you will call the police for them, while keeping your door locked. Tell children and babysitters, "never open the door to strangers." Avoid phone surveys and never answer questions such as how much combined family income you make or any other personal questions; someone may be casing your home. Trim down bushes where a criminal could hide while looking in your home. Put a fence around your home. The peace of mind you have knowing your home and loved ones are safe will be worth the money you have invested.

Questionnaire

This is a much smaller version of a questionnaire sent to agencies within Government Center. Please take the time to answer each question and add comments where you feel it necessary. We would appreciate any suggestions you may have in order to successfully complete our mission. Thank you.

Name: _____ Telephone Number: _____

Agency: _____

Building/Location: _____

MISSION

The mission of the Bureau is to provide a safe secure workplace for customers assuring that all who enter the seven buildings assigned to it by statute have a pleasant business environment and can transit common areas without incident; and to efficiently maintain mechanical structures and buildings, recognizing that they function as places of business, museums of art and history, and sites for public congregation.

What percentage of time has the Bureau successfully accomplished its mission? ____ %

How would you compare Bureau service compared to last year? Better Same Worse

I. How would you rate the performance of the Bureau's construction and labor personnel?

good fair poor N/A

II. How would you rate the quality of customer service provided by the Bureau?

good fair poor N/A

III. Compared to last year, do you feel your building is:

More Secure About the Same Less Secure

IV. What percentage of employees are aware to call 727-2917 for police emergencies, medical emergencies, bomb threats and other cases involving threats or unruly individuals? 25 % 50 % 75 % 100 % No Employees Aware

V. How would you rate the conference and function rooms in Government Center?

good fair poor N/A

VI. How would you rate the mechanical systems of your building (i.e. heating, cooling, elevators, and lighting)?

good fair poor N/A

VII. How would you rate the cleanliness and overall appearance of your office and your building?

good fair poor N/A

VIII. How would you rate the cafeteria services provided in your building?

good fair poor N/A

IX. How would you rate the quality of signs used throughout Government Center?

good fair poor N/A

X. Are there any services not currently offered by the Bureau that you think should be offered? If yes, please elaborate.

We would appreciate any additional comments you may have and would be open to any suggestions on what you would like to see changed in your building. After you have completed the questionnaire please send a copy to the Bureau of State Office Buildings in room 10 of the State House, attention Jennifer Bean. Thank you again for taking the time to assist us.

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES CONTROL COMMISSION	2204	727-3040
APPELLATE TAX BOARD	1010	727-3100
A& R FOOD SERVICE (CAFE)	1400	248-8635
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION ARBITRATION	1105	727-3466
BUREAU OF STATE OFFICE BUILDINGS	Garage level	727-4100
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	I00	626-3680
COMMITTEE ON CRIMINAL JUSTICE	2100	727-6300
COMMUNITIES AND DEVELOPMENT (EOCD) EXECUTIVE OFFICE OF	1804	727-7765
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY DEVELOPMENT	1704	727-7130
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC DEVELOPMENT	1803	727-7004
DEPARTMENT OF CORRECTIONS	2200	727-3300
DEPARTMENT OF FOOD AND AGRICULTURE	2103	727-3020
FISHERIES, WILDLIFE & ENVIRONMENTAL LAW ENFORCEMENT	1902	727-3151
DEPARTMENT OF LABOR AND INDUSTRIES	1107	727-3452
APPRENTICE & TRAINING	1107	727-3486
DEPARTMENT OF PUBLIC UTILITIES	1200	727-3500
DEPARTMENT OF REVENUE TAXPAYERS ASSISTANCE	2-9 200	727-4545
DESIGNER SELECTION BOARD	1610	727-4046
DIVISION OF ADMINISTRATIVE LAW APPEALS	904	727-7060
DISPUTE RESOLUTION	1406	727-2224
DIVISION OF CAPITAL PLANNING, & OPERATIONS - REAL ESTATE MGT	1611	727-8090
OFFICE OF PROGRAMING	1611	727-4105

AGENCY	ROOM	PHONE
DIVISION OF REGISTRATION AND LICENSING	1508-1520 1313,1315,1406	727-3074
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING BOARD	1304	727-1136
ENVIRONMENTAL AFFAIRS EXECUTIVE OFFICE FOR	2000	727-9800
MASSACHUSETTS DEPART - MENT OF ENVIRONMENTAL MANAGEMENT (DEM)	1904	727-3180
RESOURCE CONSERVATION	1404	727-3160
DIVISION OF FORREST/ PARKS	1904	727-3180
EMPLOYMENT AGENCY SECTION	1106	727-3696
ASBESTOS/ LEAD DIVISION	1106	727-7047
GOVERNOR'S HIGHWAY SAFETY BUREAU	2104	727-5074
GOVERNOR'S COMMISSION ON MENTAL RETARDATION	1103A	727-0517
HAZARDOUS WASTE SAFETY	1405	727-6930
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	284-0360
LOW - LEVEL RADIOACTIVE WASTE	903	727-6018
MINORITY AND WOMEN BUSINESS ASSISTANCE	1305	727-8692
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION (WORK. COMP)	1601	727-3437
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
SENTENCING COMMISSION	902	742-6867
STANDARDS -- LAB	110	727-3480
STATE DATA CENTER (MISER)	1103	727-4537
TELECOMMUNICATIONS	1209	727-8627
TECHNICAL ASSISTANCE FOR TOXICS USE REDUCTION	2109	727-3260
TRAVEL & TOURISM	1300	727-3201
VETERAN SERVICES	1002	727-3578
VICTIM WITNESS ASSISTANCE BOARD	1104	727-5200

STATE POLICE 727-2917

ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES.

Note: for McCormack Building See other side
To correct errors or update
Please contact George Young @Executive@BSB
or 727-1100
OCT95

McCORMACK DIRECTORY

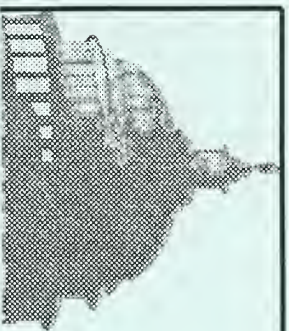


AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION STATE	213	727-7441
ARCHITECTURAL ACCESS BOARD	1310	727-0660
A&R FOOD SERVICE (CAFE)	PLAZA	248-3957
ATTORNEY GENERAL	2000	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
AUDITOR	1819	727-6200
BOXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL INVESTIGATIONS	503	727-6950
BUREAU OF STATE OFFICE BUILDINGS	107	727-0929
BUSINESS DEVELOPMENT OFFICE	2101	727-3206
CAMPAIGN AND POLITICAL FINANCE	411	727-8352
CAPITAL PLANNING AND OPERATIONS	1500	727-4050
BID ROOM	416	727-4003
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	105	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	211	727-2293
COMEC	307	727-1119
COMMISSION AGAINST DISCRIMINATION	601	727-3990
COMPTROLLER, OFFICE OF	900	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2101	727-8380
EXECUTIVE OFFICE FOR EDUCATION, EXECUTIVE OFFICE OF	1401	727-7785
ELDER AFFAIRS, EXECUTIVE OFFICE OF	500	727-7750
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	619	727-0060
FIRST AID CLINIC	PLAZA (P09)	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE AGAINST DRUGS	611	727-0786
GOVERNOR'S AUTO THEFT STRIKE FORCE	105	727-0220
HEALTH & HUMAN SERVICES EXECUTIVE OFFICE OF	1109	727-7600
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE OFFICE OF	2112	727-6573
JOINT LABOR MGT. COMMITTEE	610	727-9690
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT INFORMATION SYSTEMS	801/1600	727-5072
PERSONNEL ADMINISTRATION	203	727-3555
EXECUTIVE OFFICE OF EXAMINATION ADMIN.	303	727-3777
PROBATION COMMISSION	401	727-5300
PROCUREMENT AND GENERAL SERVICES	1017	727-7500
CENTRAL REPROGRAPHICS	PLAZA	727-7500X4
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION	1101	727-9380
PUBLIC SAFETY, EXECUTIVE OFFICE OF	2133	727-7775
PUBLIC SAFETY COMMISSIONER	1301	727-3200
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	367-7770
SECRETARY OF STATE		
CITIZEN INFORMATION	1611	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9640
ELECTIONS	1705	727-2828
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
SUFFOLK SUPERIOR COURT	413	725-8251
TREASURY OFFICE OF	1200	367-3900
UNDER GROUND STORAGE	1301	727-6255

Note: for Saltonstall Building See other side
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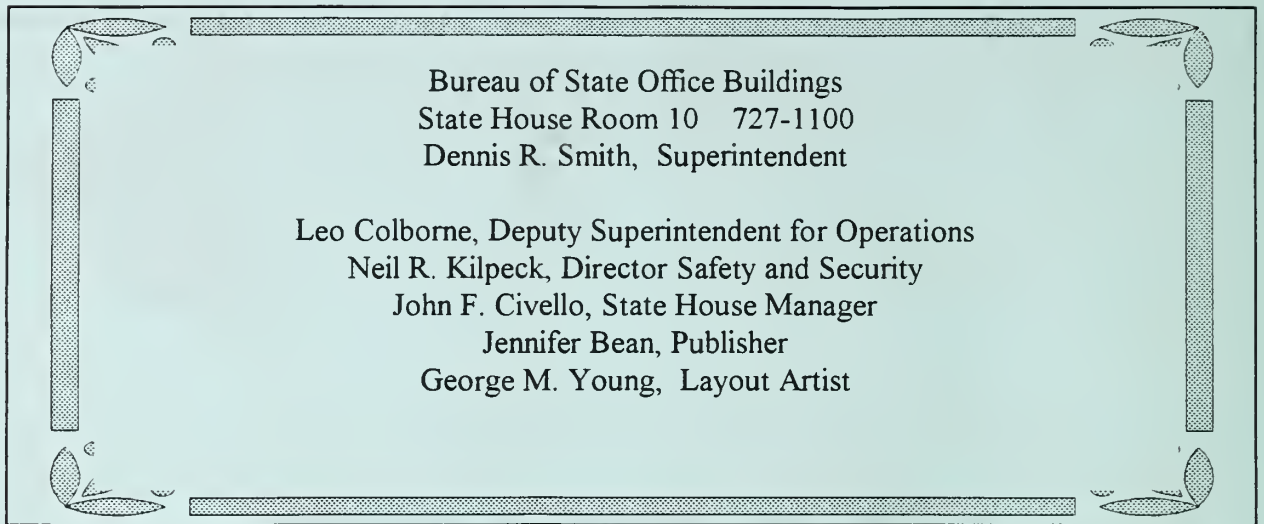
SENATORS ROOM AND PHONE NUMBERS

All telephone numbers begin with 722-
All Addresses are State House, Boston MA 02133

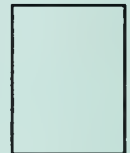
SENATOR	ROOM	PHONE	SENATOR	ROOM	PHONE
AMORELLO	314	1485	MELCONIAN	213-B	1660
ANTONIONI	109-E	1230	MONTIGNY	413-D	1440
BERNSTEIN	218	1544	MORRISSEY	520	1494
BERRY	320	1410	MURRAY	511-C	1330
BERTONAZZI	333	1420	NORTON	312-D	1114
BIRMINGHAM	212	1481	O'BRIEN	416-B	1612
BULGER (PRES.)	332	1500	PACHECO	413-B	1551
CLANCY	410	1350	PINES	517	1639
CREEDON	413-C	1200	RAUSCHENBACH	315	1570
DURAND	109-C	1120	ROSENBERG	109-B	1532
HAVERN	512	1432	SHANNON	421	1578
HEDLUND	518	1646	SWIFT	407	1625
HICKS	413-F	1572	TARR	507	1600
JACQUES	213-A	1555	TISEI	313	1206
JAJUGA	216	1604	TOLMAN	405	1280
KEATING	504	1222	TRAVAGLINI	511-B	1634
KNAPIK	309	1415	WALSH	424	1348
LEAHY	416-A	1630	WETMORE	312-H	1540
LEES	308	1291	WHITE	109-D	1643
MAGNANI	413-A	1640	WILKERSON	506	1673

STATE POLICE 727-2917

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Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124



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Government Center Newsletter

11/16/95
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Issue 4

Bureau of State Office Buildings

December 1995



CHRISTMAS TREE LIGHTING

It's that time of year again, and to celebrate the upcoming holiday season Governor Weld and Lt. Governor Cellucci are once again sponsoring the **Annual Open House and Christmas Tree Lighting Ceremony**. Carolers and musicians will partake in this seasonal event, which will take place on the front lawn of the **State House**, and will begin at **4:30 p.m. on Tuesday, December 5, 1995.**



Holiday Reminder

The Bureau of State Office Buildings would like to remind agency heads that only artificial and fire-proof Christmas decorations are allowed in the State House, McCormack or Saltonstall Buildings. Natural wreaths or Christmas trees are not allowed.

All Christmas lights should be shut off after hours. Please designate someone in your agency to turn off the lights prior to his/her departure.

Thank you for your cooperation in assuring that we all have a safe holiday season.



STATE HOUSE BOOKSTORE AND GIFT CART

Good news on the holiday shopping scene! The State House Gift Cart in Doric Hall, along with the State House Bookstore can make your holiday shopping a snap. Skip the long department store lines and **get it all done under the dome!**

Sponsored by the Secretary of the Commonwealth, William F. Galvin, the Gift Cart and Bookstore offer a wide variety of gift items just walking distance from your office. Christmas cards, calendars, tote bags, T-shirts, mugs, prints and much more are on display now for the holiday season.

The **Gift Cart** is located on the second floor near the **Tours and Information Desk in Doric Hall** and is open Monday-Friday from 10:00 a.m. to 4:00 p.m. The **Bookstore** is located in **Room 116** on the first floor of the State House and is open Monday - Friday from 8:45 to 5:00 p.m. See you there!

ONE YEAR and 50,000 HAPPY CUSTOMERS LATER!

SENIOR VOLUNTEERS

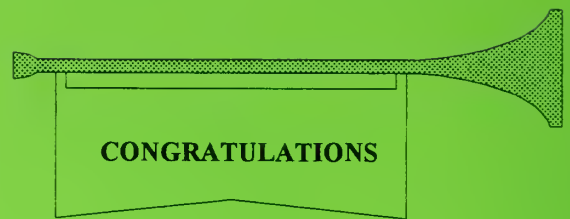
If you have ever been lost in the McCormack or Saltonstall buildings, you must know how nice it is to see either Mary, Josephine, Irene, or Selina, sitting at the information desk ready to explain where it is you need to go, and how to get there. It is because of their knowledge and courtesy that these senior volunteers have successfully completed their first year of providing information and direction to incoming visitors of these two buildings.

The program, which began on November 14, 1994, was introduced only as an experiment to see if an information desk was even needed. Since that time the senior volunteers, Mary Leoney, Josephine Henry, Irene Edward, and Selina Miles, have helped well over 50,000 people find their way around Government Center. We would like to give a warm thank you to these four ladies for all their time, and for the invaluable service they provide to the employees and visitors of Government Center.

EMERGENCY NUMBERS

727-2111

727-2917



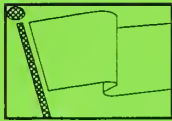
We would like to congratulate Mary Leoney and Josephine Henry for successfully completing their first full year, and hopefully one of many, as senior volunteers. They were here when the information desk was first opened, and have stayed with us ever since. We thank them for all they have done to make this program the success it has become.



STATE HOUSE INFORMATION DESK

The Senior Volunteer information desk program has proven to be so successful that the Bureau is now in the process of bringing two volunteers into the State House. Their information desk will be located in the General Hooker lobby, and will be open from approximately 9:00 a.m. to 3:00 p.m., Monday through Friday. The four volunteers in Saltonstall and McCormack currently switch back and forth between the two buildings, so they are not working in the same building all the time. We plan to continue this rotation-based system so that the four volunteers we have now, and the two others we will be hiring, will work in the Saltonstall and McCormack office buildings, as well as in the State House. Applications are available from Jennifer Bean in room 10 of the State House.

CIVIL WAR FLAGS DISPLAY PROJECT



Prior to the 1987 State House Renovation Project, over 500 historic flags, including 340 Civil War flags, were placed in a climate controlled storage vault to protect them from any ensuing damage. The color transparencies now shown in the Hall of Flags were installed as temporary replacements until such a time that the original flags could be displayed. The Bureau of State Office Buildings has recently initiated a project to create climate controlled display cases in order for the original flags to be displayed once again in the Hall of Flags.

Regrettably, all historic flags displayed in the Hall of Flags prior to the 1987 renovation project will not be displayed when the new cases are installed. However, those which will be shown will be safe from pollutants, as well as any changes in heat and humidity. Many agencies will be working with us to provide expertise and advice on this project to ensure the best possible display, and preservation, system is put into place. We hope in time the people of the Commonwealth will once again be able to enjoy these invaluable components of our state's historic collection.

ART COMMISSION UPDATE

The red granite pedestal of the Joseph Hooker statue will be cleaned, repainted and recaulked in the coming weeks. One large stone at the top of the pedestal, which has shifted slightly over the years, will be pulled out, hopefully allowing us to examine the condition of the brick core upon which the statue actually rests. The granite stone will then be re-set and anchored in its proper location. Crack

monitors will also be installed and periodic readings taken in order to determine whether the stones are experiencing any current movement. The bronze statue of General Hooker, and all the other exterior monuments will receive their annual washing and maintenance next spring.

Look for the return of several portraits to the corridors in mid-December. Eleven paintings, and their frames, including three from the State Library off view since last summer, are currently at conservation studios for cleaning and repair. Following documentary photography, the paintings will be reinstalled in their regular locations.

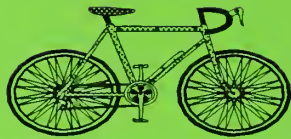
This year, the Art Commission will have addressed the conservation needs of well over half of the art collection. As always, we appreciate your continued assistance in its care.

Susan Greendyke Lachevre
Art Collections Manager



SECURITY REMINDER

The Bureau is planning to begin the badging process for all Government Center employee identification, and would like to remind all agency liaisons to send in a list of their employees to Neil Kilpeck, Director of Safety and Security, in room 10 of the State House. Further information will be provided over the next few weeks.



BICYCLE RACKS

The Bureau is planning to put new bicycle racks outside the entranceway of the McCormack building, and inside the garage on the first level. These new racks will securely hold all bicycles, including those with the recently popular quick release wheels. Although the winter months are upon us, we hope these new racks will give incentive to those who have thought about using alternative means of transportation.



PAPER RECYCLING PROGRAM TO CHANGE

Since Capital Paper Recycling won the contract for trash and paper recycling in July, they have been working with the Bureau of State Office Buildings in order to evaluate the success of the program and develop ways to improve it. One major problem is the alarming amount of high quality recyclable paper which is going in the trash and not into the recycling containers. A waste audit of one of the high rise trash units found that in one week 3 to 4 tons of high quality white paper went in the trash rather than into recycling containers.

To make recycling easier for everyone, the program will be returning to desk side collection by the provider groups. Most of you will remember that your desk side box was emptied weekly by the provider groups

under the old white paper program. We will be returning to that system in early December to make recycling easier, and hopefully decrease the amount of paper being thrown in the trash. Deposited in your desk side box will be all mixed office paper including white and colored paper, computer paper, files, folders, and envelopes.

Central hallway containers will remain for recycling newspapers, magazines, phone books, and other bound materials.

To improve communications, phone lines for each provider group have been established so agencies can request additional boxes or pick ups.

State House 727-9945

McCormack 727-9946

Saltonstall:

Floors 1-15 727-8835

Floors 16-21 727-9944

NOTICE !!!!!

The Bureau will be conducting its annual elevator emergency power test in the Saltonstall Building on Sunday, December 3, 1995. The test will last from 8:00 a.m. to 5:00 p.m., during which the building will be closed to all non-essential personnel. The building's main electric supply will be disconnected, so please power down all sensitive equipment. If you do plan to come in call 727-1000 after 12:00 p.m., as the test may not last the whole day.



MERRY
CHRISTMAS
AND
A
HAPPY
NEW YEAR

COMEC

Please remember to make a donation to the Commonwealth of Massachusetts Employee Campaign this holiday season. There are many charitable organizations to choose from, and a even a small contribution can make a huge difference.



HAPPY HOLIDAYS
FROM A & R FOODS !

A & R Food Service Corporation would like to take this time to wish all employees of both the Saltonstall and McCormack buildings a very happy holiday season. Most important, thank you for your patronage and helping us through these past few months. We value your suggestions and input and hope we have met your expectations.

We look forward to making your holiday season enjoyable with out versatile menu. Also, for your convenience, we will be selling assorted home baked pies and coffee cakes at the Ashburton Cafe and Metro Grill.

Please feel free to pass along any comments that you feel may be helpful. You may call 248-3957 and ask for Tony, or e-mail to food@shore.net, or drop an anonymous note in our suggestion box.

Again, thank you for your patronage.

Tony Penta



Do You Have Some News to Share?

If you have any item of general interest or would like to spread the word on one of your agency's upcoming events or programs, we would be glad to include it in our next newsletter. Send your article to Jennifer Bean in room 10 of the State House, or E -Mail to Jennifer.Bean@OSB@BSB.



House of Representatives Telephone Directory 722-XXXX

Name	Room	Phone	Name	Room	Phone
ANGELO, STEVEN	472	2120	FENNELL, ROBERT	473B	2230
BARSOM, VALERIE	489	2017	FINNERAN, THOMAS	243	2990
BELLOTTI, MICHAEL	473F	2210	FITZGERALD, KEVIN	128	2250
BINIENDA, JOHN	167	2692	FLAHERTY, CHARLES	356	2500
BOSLEY, DANIEL	43	2030	FLAVIN, NANCY	236	2430
BRENTON, MARIANNE	549B	2488	FOX, GLORIA	167	2692
BRETT, JAMES	236	2430	GALVIN, WILLIAM	238	2380
BREWER, STEPHEN	43	2030	GARDNER, BARBARA	478	2263
BROADHURST, ARTHUR	138	2396	GARRY, COLLEEN	473G	2070
BUSINGER, JOHN	467	2915	GATELY, DAVID	156	2235
CABRAL, ANTONIO	254	2220	GAUCH, RONALD	540	2090
CAHILL, MICHAEL	473F	2210	GIGLIO, ANTHONY	172	2305
CAHIR, THOMAS	443	2460	GLODIS, WILLIAM JR.	26	2080
CANAVAN, CHRISTINE	279	2470	GOGUEN, EMILE	134	2400
CARON, PAUL	473B	2230	GOLDEN, THOMAS	42	2370
CASEY, PAUL	167	2692	GOMES, SHIRLEY	33	2060
CHANDLER, HARRIETTE	167	2692	GRAY, BARBARA	473F	2210
CHESKY, EVELYN	33	2060	GREENE, WILLIAM	166	2900
CIAMPA, VINCENT	472	2120	GUERRIERO, PATRICK	237	2305
CLEVEN, CAROL	167	2962	HAHN, CELE	43	2030
COHEN, DAVID	20	2410	HALEY, PAUL	166	2900
COLT, JAMES	26	2080	HALL, GEOFFREY	237	2305
CONNOLLY, EDWARD	167	2692	HARGRAVES, ROBERT	473G	2070
COON, GARY	124	2100	HARKINS, LIDA	38	2470
CORREIA, ROBERT	122	2810	HAWKE, ROBERT	548	2802
COUSINS, FRANK	146	2575	HERREN, ALBERT	540	2090
CREEDON, GERLDINE	36	2552	HODGKINS, CHRISTOPHER	34	2320
CRESTA, BRIAN	443	2460	HONAN, KEVIN	162	2575
CUOMO, DONNA	541B	2487	HYLAND, BARBARA	130	2130
DeFILIPPI, WALTER	549	2489	HYNES, FRANK	467	2210
DeLEO, ROBERT	134	2400	IANNUCCILLO, PAUL	448	2582
DEMAKIS, PAUL	443	2460	JEHLEN, PATRICIA	275	2676
DEMPSEY, BRIAN	26	2080	JONES, BRADLEY	443	2460
DiMASI, SALVATORE	42	2370	KAFKA, LOUIS	237	2305
DiPAOLA, JAMES	254	2220	KAPRIELIAN, RACHEL	134	2400
DONNELLY, DAVID	443	2460	KAUFMAN, JAY	43	2030
DONOVAN, CAROL	146	2575	KEENAN, DANIEL	236	2430
EVANS, NANCY	541B	2976	KELLY, SHAUN	473B	2230
FAGAN, JAMES	166	2900	KENNEDY, THOMAS	238	2380
			KERANS, SALLY	167	2692

EMERGENCY 727-2917

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Please contact George Young @OSB@BSB
or 727-1100 DEC95



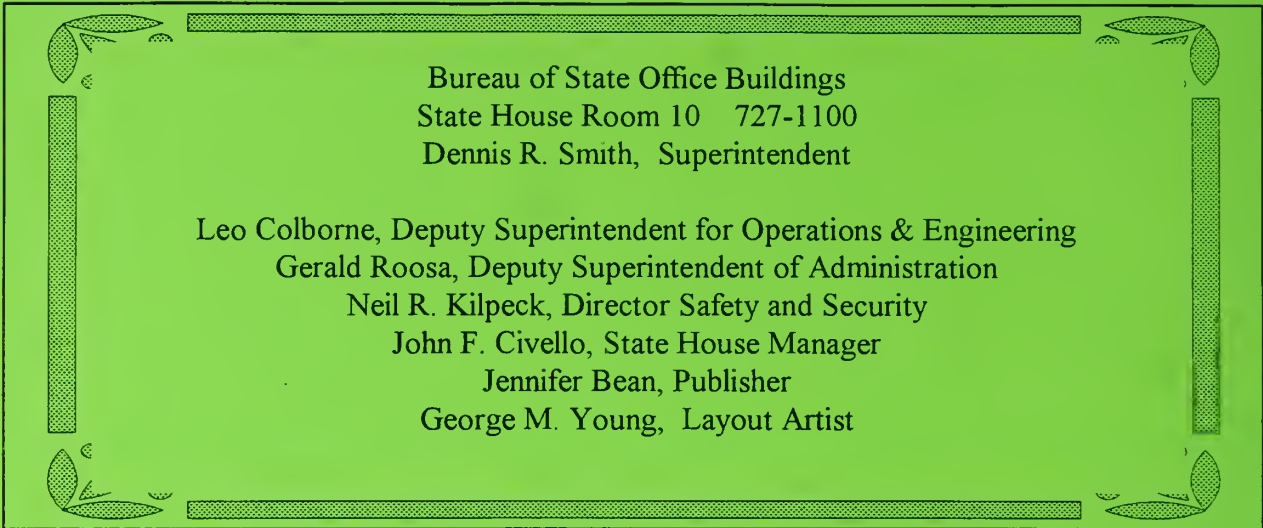
House of Representatives Telephone Directory 722-XXXX

Name	Room	Phone	Name	Room	Phone
KHAN, KAY	156	2256	PETERSEN, DOUGLAS	473F	2210
KLIMM, JOHN	146	2575	PETERSON, GEORGE	443	2460
KOCZERA, ROBERT	167	2692	PETROLATI, THOMAS	39	2240
KOLLIOS, PAUL	22	2140	POIRIER, KEVIN	549A	2491
KRAUS, ROBERT	489	2017	QUINN, JOHN	540	2090
KUJAWKI, PAUL	443	460	REINSTEIN, WILLIAM	167	2692
KUILIK, STEPHEN	134	2400	RESOR, PAMELA	33	2060
LAMBERT, EDWARD Jr.	22	2140	RICHIE, CHARLOTE	38	2470
LANDERS, PATRICK III	236	2430	ROGENESS, MARY	237	2305
LANE, HAROLD	473B	2230	ROGERS, JOHN	36	2552
LARKIN, PETER	167	2692	RUANE, J.MICHAEL	277	2010
LeLACHEUR, EDWARD	450	2582	RUSHING, BYRON	254	2220
LEPPER, JOHN	443	2460	SCACCIA, ANGELO.	155	2883
LEWIS, JACQUELINE	124	2100	SCIBELLI, ANTHONY	238	2380
LEWIS, MARIANNE	138	2396	SERRA, EMANUEL	481	2255
LOCKE, JOHN	146	2575	SIMMONS, MARY JANE	448	2582
LYNCH, STEPHEN	39	2240	SLATTERY, JOHN	443	2460
MANDILE, ANTHONY	146	2575	SPRAGUE, JO ANN	237	2305
MANNING, JOSEPH	238	2380	STANLEY, HARRIETT	540	2090
MARIANO, RONALD	33	2060	STEFANINI, JOHN	130	2130
MARINI, FRANCIS	236	2430	STODDART, DOUGLAS	138	2396
MARZILLI, JIM	236	2430	STORY, ELLEN	162	2040
McDONOUGH, JOHN	130	2130	STRAUS, WILLIAM	39	2240
McGEE, THOMAS	167	2692	SULLIVAN, JOSEPH	472	2120
McINTYRE, JOSEPH	138	2396	SWAN, BENJAMIN	138	2396
McMANUS, WILLIAM	448	2582	TEAGAN, LINDA	540	2090
MENARD, JOAN	370	2300	TEAQUE, EDWARD III	124	2100
MERRIGAN, JOHN	236	2430	THOMPSON, ALVIN	170	2783
MICELI, JAMES	167	2692	TOBIN, STEPHEN	138	2396
MURPHY, DENNIS	540	2090	TOLMAN, STEPHEN	146	2575
MURRAY, MARY JEANETTE	134	2400	TOOMEY, TIMOTHY	254	2220
NAGLE, WILLIAM	146	2575	TRAVIS, PHILIP	42	2370
NAUGHTON, HAROLD	26	2080	TURKINGTON, ERIC	33	2060
O'BRIEN, JANET	134	2400	VALIANTI, DANIEL	540	2090
OWENS-HICKS, SHIRLEY	473G	2070	VALLEE, JAMES	138	2396
PANAGIOTAKOS, STEVEN	39	2240	VERGA, ANTHONY	33	2060
PARENTE, MARIE	156	2256	VOKE, RICHARD	343	2600
PAULSEN, ANNE	22	2140	WAGNER, JOSEPH	443	2060
PEDONE, VINCENT	34	2320	WALRATH, PATRICIA	275	2676
			WHITNEY, RON	146	2575

STATE POLICE 727-2917

ON CENTREX AND COURTESY
TELEPHONES ONLY DIAL THE LAST FIVE
DIGITS WHEN CALLING
722 AND 727 EXCHANGES .

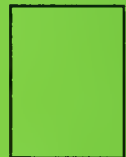
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or 727-1100 OCT95



Bureau of State Office Buildings
State House Room 10 727-1100
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Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald Roosa, Deputy Superintendent of Administration
Neil R. Kilpeck, Director Safety and Security
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Bureau of State Office Buildings
State House Room 10
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UNIVERSITY OF MASSACHUSETTS

LIBRARY



Government Center Newsletter

Vol 3. Issue 1 Bureau of State Office Buildings

February 1996



CUSTOMER REQUESTS IN THE HIGH-RISE BUILDINGS

The telephones in the managers' offices in both the McCormack and Saltonstall buildings are now tied into the Bureau's Central Operations phone system. If you have complaints or any requests for services, please call 727-4100 or E-Mail to Elizabeth Hemond@OSB@BSB; your request will be logged by the Operations Center and referred to the appropriate Bureau personnel for resolution. As always, all **EMERGENCY** and after-hour calls should be made to 727-1000.



SNOW REMOVAL

Although all the snowstorms have been a blessing for winter enthusiasts, clearing all the snow has taxed our limited staff. On occasion routine tasks such as light bulb replacements and other day to day problems have not been completed as quickly as we, or you, would normally expect. The Bureau would like to thank all of its customers for their continued patience and understanding during the recent inclement weather.

BUREAU LIAISON MEETING

The Bureau of State Office Buildings will be holding a meeting for McCormack and Saltonstall agency liaisons at 2:00 p.m., on February 29, 1996. This meeting, which will be held on the 21st floor of the McCormack building, will serve as a forum for customers to voice their concerns and problems with the Bureau. A similar meeting is planned for State House liaisons on March 20, 1996.

The following items will be among the issues discussed at the meeting:

SECURITY
FIRE ALARM DRILLS
RECYCLING
BUILDING MAINTENANCE
AIR QUALITY
TEMPERATURE CONTROL
CLEANING

It is important for us to know how our services are delivered in all three buildings, and we feel the best way to achieve this is by speaking to our customers. We hope to see many in attendance, and of course welcome any and all comments. If you have any questions please let your agency liaison know, or call Jennifer Bean at 727-1100 or E-Mail to Jennifer.Bean@OSB@BSB.



Printed by Central Reprographics

CONFERENCE ROOMS



The Bureau has recently modified its procedures and policies concerning the reservation of conference rooms in the Saltonstall and McCormack buildings. Please call Joanne DeGregorio at 727-4100 if you would like some more information on these changes. With greater control by Bureau staff, conference room bookings will more accurately reflect usage.

WINDOW INSPECTION

Since Bureau staff members are not in private offices on a regular basis, it is impossible for them to find all window damage in the McCormack and Saltonstall buildings. Therefore we recommend that Bureau customers with offices in either building should make a point of periodically inspecting their windows for any physical damage such as cracks, displacements, and water leaks. If any such damage is found, notify the Bureau immediately at 727-4100. We thank you for your assistance with this issue.

UNIFORMS

By now you should have noticed that all Bureau construction and labor personnel are wearing uniforms. These uniforms help customers identify Bureau staff, and also help create a more professional appearance. BSB staff is now wearing blue pants and a blue and white pin-striped shirt with an emblem of the State House and the Bureau's name on the front. The Community Teams are wearing maroon shirts with the State House emblem and their own identification stitched on the front. Any maintenance personnel you allow in your office should be clearly identifiable by their uniform whether they be Bureau staff, cleaning contract staff, or maintenance contract staff.



PAPER RECYCLING PROGRAM REMINDER

The Bureau would like to remind all our customers that the paper recycling program has returned to desk side collection by the provider groups. Most of you will remember that your desk side box was emptied weekly by the provider groups under the old white-paper program. We returned to that system in early January to make recycling easier for everyone, and to hopefully decrease the amount of paper being thrown in the trash. Deposits in your desk side box should include all mixed office paper such as white and colored paper, computer paper, files, folders, and envelopes.

Central hallway containers will remain for recycling newspapers, magazines, phone books, and other bound materials.

To improve communications, phone lines for each provider group have been established so agencies can request additional boxes or pickups.

State House 727-9945

McCormack 727-9946

Saltonstall:

Floors 1-15 727-8835

Floors 16-21 727-9944

1996 FIRE ALARM TESTS AND DRILL SCHEDULE



The Bureau will continue with its fire alarm drills and testing during the course of the year. Customers will be notified prior to each drill, and you will hear public announcements during both the drills and tests. The following schedule is provided for your convenience, and we ask for your continued participation in these precautionary measures.

STATE HOUSE

TEST February 17, 1996 7:00 a.m.

TEST March 16, 1996 7:00 a.m.

McCORMACK

TEST February 27, 1996 7:00 a.m.

DRILL February 28, 1996 3:00 p.m.

TEST March 26, 1996 7:00 a.m.

DRILL March 27, 1996 3:00 p.m.

SALTONSTALL

DRILL February 27, 1996 3:00 p.m.

TEST February 28, 1996 7:00 a.m.

DRILL March 26, 1996 3:00 p.m.

TEST March 27, 1996 7:00 a.m.

HURLEY

TEST February 29, 1996 1:00 a.m.

LINDEMANN

TEST February 29, 1996 11:00 a.m.

NASHUA STREET

TEST February 29, 1996 7:00 a.m.

House of Representatives Telephone Directory

722-XXXX

Name	Room	Phone	Name	Room	Phone
ANGELO, STEVEN	472	2120	FENNELL, ROBERT	473B	2230
BARSON, VALERIE	489	2017	FINNERAN, THOMAS	243	2990
BELLOTTI, MICHAEL	473F	2210	FITZGERALD, KEVIN	128	2250
BINIENDA, JOHN	167	2692	FLAHERTY, CHARLES	356	2500
BOSLEY, DANIEL	43	2030	FLAVIN, NANCY	236	2430
BRENTON, MARIANNE	549	2488	FOX, GLORIA	167	2692
BRETT, JAMES	236	2430	GALVIN, WILLIAM	238	2380
BREWER, STEPHEN	43	2030	GARDNER, BARBARA	477	2263
BROADHURST, ARTHUR	138	2396	GARRY, COLLEEN	473G	2070
BUSINGER, JOHN	467	2915	GATELY, DAVID	156	2235
CABRAL, ANTONIO	254	2220	GAUCH, RONALD	540	2090
CAHILL, MICHAEL	473F	2210	GIGLIO, ANTHONY	172	2305
CAHIR, THOMAS	443	2960	GLODIS, WILLIAM JR.	26	2080
CANAVAN, CHRISTINE	279	2470	GOGUEN, EMILE	134	2400
CARON, PAUL	473B	2230	GOLDEN, THOMAS	42	2370
CASEY, PAUL	167	2692	GOMES, SHIRLEY	33	2060
CHANDLER, HARRIETTE	167	2692	GRAY, BARBARA	473F	2210
CHESKY, EVELYN	33	2060	GREENE, WILLIAM	166	2900
CIAMPA, VINCENT	472	2120	GUERRIERO, PATRICK	237	2305
CLEVEN, CAROL	167	2692	HAHN, CELE	43	2030
COHEN, DAVID	20	2410	HALEY, PAUL	166	2900
COLT, JAMES	26	2080	HALL, GEOFFREY	237	2305
CONNOLLY, EDWARD	167	2692	HARGRAVES, ROBERT	473G	2070
COON, GARY	124	2100	HARKINS, LIDA	38	2470
CORBITT, SAMUEL	156	2256	HAWKE, ROBERT	548	2802
CORREIA, ROBERT	122	2810	HERREN, ALBERT	540	2090
COUSINS, FRANK	146	2575	HODGKINS, CHRISTOPHER	34	2320
CREEDON, GERALDINE	36	2552	HONAN, KEVIN	162	2040
CRESTA, BRIAN	443	2460	HYLAND, BARBARA	130	2130
CUOMO, DONNA	541	2487	HYNES, FRANK	467	2210
DeFILIPPI, WALTER	549	2489	IANNUCCILLO, PAUL	448	2582
DeLEO, ROBERT	134	2400	JEHLEN, PATRICIA	275	2676
DEMAKIS, PAUL	443	2460	JONES, BRADLEY	443	2460
DEMPSEY, BRIAN	26	2080	KAFKA, LOUIS	237	2305
DiMASI, SALVATORE	42	2370	KAPRIELIAN, RACHEL	134	2400
DIPAOLA, JAMES	254	2220	KAUFMAN, JAY	43	2030
DONNELLY, DAVID	443	2460	KEENAN, DANIEL	236	2430
DONOVAN, CAROL	146	2575	KELLY, SHAUN	473B	2230
EVANS, NANCY	541B	2976	KENNEDY, THOMAS	238	2380
FAGAN, JAMES	166	2900	KERANS, SALLY	167	2692

EMERGENCY 727-2917

ON CENTREX AND COURTESY TELEPHONES
ONLY DIAL THE LAST FIVE DIGITS WHEN
CALLING
722 AND 727 EXCHANGES .

To correct errors or update
Please contact George Young @OSB@BSB
or 727-1100 FEB96

STATE HOUSE GENERAL PHONE DIRECTORY

AGENCY	ROOM	PHONE
ADMINISTRATION AND FINANCE	373	727-2040
AUDITOR'S OFFICE	230	727-2075
BLACK CAUCUS	127	722-2680
BOOKSTORE	116	727-2834
BUDGET BUREAU	272	727-2081
BUILDING MANAGER'S OFFICE	115	727-6223
CHILDREN'S CAUCUS	527	722-2116
COFFEE SHOP	4TH FLOOR	722-1215
DORIC HALL	2ND FLOOR	
GARDNER AUDITORIUM	BASEMENT-EAST SIDE	
GAVER TO GAVEL	6	
GOVERNOR'S COUNCIL	360	727-2756
GOVERNOR'S COUNCIL- EXECUTIVE	184	727-2795
GOVERNOR'S OFFICE	360	722-3600
GREAT HALL	2ND FLOOR	
HALL OF FLAGS	2ND FLOOR	
HEARING ROOM A-1,A-2	1 ST FLOOR	
HEARING ROOM B-1,B-2	BASEMENT LEVEL	
HOUSE LOBBY	3RD FLOOR	722-2000
HOUSE CLERK	145	722-2356
HOUSE GALLERY	4TH FLOOR-WEST SIDE	
HOUSE WAYS & MEANS COMMITTEE	237	722-2380
INFORMATION		727-7030
LEGISLATIVE DOCUMENT ROOM	428	722-2860
LIBRARY	341	727-2590
LT. GOVERNOR'S OFFICE	360	727-9173
NEWS SERVICE	4TH FLOOR	367-4030
NURSE'S HALL	2ND FLOOR	
POST OFFICE	2	742-7277
PRESS CONFERENCE ROOM	157	722-2435
SECRETARY OF STATE	337	727-9180
SENATE CHAMBER	3RD FLOOR	722-1455
SENATE CLERK	335	722-1276
SENATE GALLERY	4TH FLOOR	
SENATE PRESIDENT'S OFFICE	332	722-1500
SENATE WAYS & MEANS COMMITTEE	212	722-1481
SPEAKER OF THE HOUSE	356	722-2500
SUPERINTENDENT'S OFFICE	10	727-1100
TOURS & INFORMATION	DORIC HALL	727-3676
TREASURER & RECEIVER GENERAL	227	367-6900
VETERAN'S ORGANIZATIONS	546	727-2966
WOMEN'S CAUCUS	48	722-2266

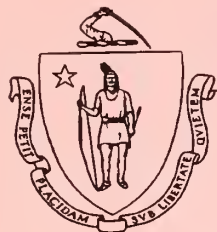
DORIC, GREAT, BARTLETT, NURSES HALL AND THE HALL OF FLAGS ARE ON FLOOR 2

Note: To correct errors or update

Please contact George Young @OSB@BSB

727-1100

FEB96



Government Center Newsletter

University of Massachusetts
Depository Copy

Vol 3. Issue 2

Bureau of State Office Buildings

April 1996



ADOPT A FLOWER BED PROGRAM

Now that spring is (finally!) here, the Bureau is again asking the tenant agencies of the Saltonstall and McCormack Buildings to help beautify the plaza between the Saltonstall and McCormack Buildings by donating some flowering plants and time. All planters are numbered and there are many to choose from. They range from the small planter (six feet in diameter) to much larger ones (15 feet in diameter or 7 feet by 7 feet square). There is sure to be one to fit your budget. Plant as many or as few flowers and plants as you desire and care for them. Any agency, group or individual can adopt a flower bed. The people who will be eating outside in the area will appreciate the look. (See related article on McCormack Cafeteria.)

If you are interested, please call the Bureau at 727-1100 for a chart of the plaza. Once you have selected your planter, we will label your flower bed and help in any way possible.



SALTONSTALL ELEVATOR NEWS

Recently, the Bureau of State Office Buildings solicited comments from customers about their concerns with the Saltonstall elevators. The Bureau learned from that survey that the chief concerns of those trapped in elevators were the absence of an audible alarm and the inability to communicate with a real person. To alleviate these concerns, the Bureau will install an automatic dial system. This system when operated by the person in the elevator will go directly to 727-1000, the emergency telephone line which is attended 24 hours a day, 365 days a year. After the recorded message announces the building and the elevator car number, the attendant on the emergency line will immediately dispatch on-site staff to investigate and notify the person that he has received the alarm and that help is on the way.

In addition, elevators will be updated to include an Infrared door detection system which will ensure that doors do not have to physically strike an object to reopen.



We remind you that passenger elevators are not for freight. If anyone tries to bring freight onto an elevator on which you are a passenger, tell them to use the freight elevator.

The Bureau thanks everyone who took the time to respond to our request.

NEW LOOK FOR THE STATE HOUSE

The State House has been undergoing many changes, some of which are obvious and some of which are not. A brief summary of these changes follow:

The main entrance was given a much needed facelift in late February. The marble was cleaned for the first time in many years, the stairs were repaired and a new security desk was installed. Senior Volunteers will staff the desk during normal business hours to provide information. After hours Park Rangers will be at the desk for security and building access purposes.

The ATM was relocated in February to make room for the new Park Ranger station. The ATM is now located in the basement level of the annex near hearing room B-1. We apologize for any inconvenience this relocation may have caused.

PLANNED POWER SHUTDOWN

An emergency power shutdown occurred in the State House Sunday March 17, 1996. The building's main power disconnect was repaired and all elevators and life safety systems were tested. All systems performed as designed and without failure. Another test is tentatively planned for May 5th. We will give State House Customers reasonable notice.



STATE HOUSE CONSTRUCTION PROJECTS UPDATE

Elevator Modernization Project

The passenger elevators in the State House are in the process of being upgraded so that they comply with life safety, fire safety, and elevator codes. The work on elevators numbered 5, 6, 9 and 10 has been completed. The work on elevators numbered 3, 4, 7 and 8 should be finished by April 21, 1996. Work on the freight elevator is scheduled to start on April 22, 1996, and will be completed by May 26, 1996.

Handicapped Access Improvements to the State House

This project is in the final design stage. The scope of work includes new bathroom facilities in the east and west wings that comply with ADA requirements, new ramps, chair lifts to various rooms and public meeting areas, handicapped access seating in public auditoriums and galleries, site improvements, interior/exterior signage, assistive listening systems and other items so that the State House will be more easily accessible to handicapped visitors.

Library/Stained Glass Study

The study for the restoration and upgrading of the State House Library, Archives, and Special Collections space as well as to provide for the restoration of the stained glass skylights in the Library and the Memorial Hall of Flags and the main staircase has been completed. Final submittal and certification are pending.

Exterior Renovation/Restoration of the State House

This project is to repair, renovate and restore the exterior walls, windows, doors, stairs and landings of all areas of the State House. Included in the work are various structural, waterproofing, roofing/flashing, electrical and painting modifications.



SOUTH AFRICA BOOK DRIVE

The new South Africa has libraries and schools, but is tragically short on books. The South African International Book Drive was organized in 1992 by Dr. Julius Wayne Dudley, a professor at Salem State college. This initiative will support and encourage educational opportunities in South Africa as well as promote cross cultural experiences and leadership skills among American students. The effort has received overwhelming support which transcends race, ethnicity economic class, gender, age and religion. Schools and civic organizations from across the state have joined the campaign.

To date, 400,000 books have been shipped to Cape Town and 60,000 are awaiting shipment. Over 230 schools in South Africa are currently receiving books. The goal is to deliver a million books by the year 2000. Books of all types for all age groups are desperately needed throughout the country. Classroom textbooks, as well as library reference materials and works of literature are all in short supply. Stationery, paper products and preschool learning materials are also urgently needed.

For more information, contact **Derrek Shulman at Elder Affairs (727-7750 x 314).**

To assist those of you who might like to contribute to this endeavor, the Bureau is coordinating with the Executive Office of Elder Affairs by providing drop boxes in the lobbies and other locations in the buildings at Government center. The collection will be going on from now until May 1, 1996.



LONG DISTANCE TELEPHONE CHANGES

The Office for Management Information Systems recently awarded the CNSA contract for telecommunication services to MCI. The previous long distance carrier for all pay phones located in the Bureau's buildings was AT&T.

If you wish to use a long distance carrier other than MCI when using payphones, an 800 number will get you through. Consult that carrier to determine what direct dial options are available to you.

Courtesy Phone Locations

If you call an emergency number from one of these phones listed below, identify the phone location number so emergency personnel can locate you more quickly.

Location

State House

- (1) Basement Handicap doors area by Ashburton Park
- (2) Annex side first floor next to fire panel under the arch
- (3) 2nd floor Great Hall of Flags next to the payphone
- (4) 3rd floor near room 337
- (5) Main Entrance desk (Gen. Hooker Hall)
- (6) Gardner Auditorium lobby area
- (7) Bowdoin St. East Wing 1st floor room 74
- (8) Conference Room A1 1st floor
- (9) 1st floor Hallway across from room 183

McCormack Building

- (11) Main Lobby - by the escalators
- (11a) Main Lobby parking garage elevators
- (12) 12th floor elevator area
- (13) 21st floor conference room area

McCormack Garage

- (21) 1st level entrance
- (22) 2nd level elevator lobby
- (22a) 3rd level elevator lobby
- (23) 4th level on the column across from the elevator

Saltonstall Building

- (31) Main Lobby at desk
- (32) 2nd floor next to the conference rooms
- (33) 14th floor across from the pay phones

Saltonstall Garage

- (41) Ground level near entrance to the lobby
- (42) Saltonstall and McCormack drive thru



1996 FIRE ALARM TESTS AND DRILL SCHEDULE

The Bureau will continue fire alarm drills and tests during the year and notify customers prior to each drill. We will broadcast public announcements during both the drills and tests. The following schedule is provided for your convenience. We ask for your continued participation in these precautionary measures.

STATE HOUSE

TEST	April 20, 1996	7:00 a.m.
TEST	May 18, 1996	7:00 a.m.

MCCORMACK

TEST	April 23, 1996	7:00 a.m.
DRILL	April 24, 1996	3:00 p.m.
TEST	May 28, 1996	7:00 a.m.
DRILL	May 29, 1996	3:00 p.m.

SALTONSTALL

DRILL	April 23, 1996	3:00 p.m.
TEST	April 24, 1996	7:00 a.m.
DRILL	May 28, 1996	3:00 p.m.
TEST	May 29, 1996	7:00 a.m.

HURLEY

TEST	April 25, 1996	1:00 p.m.
TEST	May 30, 1996	1:00 p.m.

LINDEMANN

TEST	April 25, 1996	1100 a.m.
TEST	May 30, 1996	11:00 a.m.

NASHUA STREET

TEST	April 25, 1996	7:00 a.m.
TEST	May 30, 1996	7:00 a.m.

This article is the first in a series featuring agencies located in Bureau facilities.



DAY CARE CENTER

Have you seen the children in the playground between the two high rise buildings? Have you wondered about a parent entering the McCormack building with a briefcase hanging from one arm and a brightly clothed child hanging onto the other?

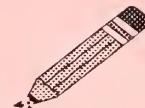
These are students at the Commonwealth Children's Center located in the McCormack Building. The Center serves approximately 50 children ranging in age from 3 months to six years. The Center also has thirteen classroom teachers, (including student teachers), a floating teacher and the executive director. The children's parent(s) are primarily state employees although there are a few children whose parents are not. A 14 member Board of Directors, consisting mostly of past and present parents, governs the Center, which is licensed and approved by the Office for Children.

In 1979, a group of state workers took the initial steps of forming a day care center in the Government Center Complex. However, the Center did not admit its first group of 18 preschoolers until January, 1983. After that the school grew in size and numbers. It added more space and a class of toddlers in 1984, and an infant program in 1987. There are currently, four classes in the School - infants, toddlers, preschool I, and preschool II.

All state employees are eligible to enroll their children. Jeanne Hare, the fourth Executive Director since the Center's

founding, likes children and families, policy and advocacy. She also finds it bittersweet when children graduate from the Center. For more information on the application process and rates, call Jeanne at 727-4802.

IMPORTANT BUREAU TELEPHONE NUMBERS



The Bureau has several telephone lines to serve Government Center customers. We ask that you use the **727-1000** number only for **actual emergencies** such as elevator calls and situations dealing with life or safety issues, and for calls made outside normal working hours (i.e. weekdays between 6:00 p.m. and 8:00 a.m. and weekends). For all other calls made during normal working hours (i.e. weekdays between 8:00 a.m. and 6:00 p.m.), we ask that you use the routine numbers listed below.

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /Mc & Salt.	727-4100
State House Manager	727-6223

SURER FOOTING

The Bureau will be improving slippery stair treads throughout the State House in the coming months. If you are aware of any areas that particularly need a non-slip surface, please e-mail John F. Civello @OSB@BSB or call him at 727-6223.

WHAT'S COOKING IN THE CAFETERIAS



Spring is fast approaching and several improvements will be coming along soon.

Our recycling program - recycling all plastic, Styrofoam, glass and aluminum - has been improved with better signage. New "Recycle Station" signs are in place. Please continue your recycling.

We are remodeling our dining room facility at the McCormack Building. All cafeteria walls have been painted with recycled paint - a first at the McCormack Building - thanks to cooperation from the Department of Procurement & General Services and the Executive Office of Environmental Affairs. New carpet and additional service counters will be installed over the next few weeks. When the remodeling is completed there will be a function/conference room at the rear of the dining room. This room will be enclosed to allow agencies privacy for lunch meetings, conferences and office parties. You may book this room through A&R Food Service (Ashburton Cafe) by calling 248-3957.

We will be introducing some new menu items this April, including roll-up sandwiches with several different spreads and garnishments and a few Middle Eastern items.

At the Saltonstall Building (Metro Grill) we have installed some new kitchen equipment enabling us to feature many new Fried Sea Food and Chicken dinners.

As we all look forward to the warmer weather A&R Food Service will be providing seating outside the doors of the McCormack Cafeteria for all to use and enjoy their lunch time meal.

DAILY MENU SELECTIONS

McCormack	248-6939
Saltonstall	248-8635



MUSIC IN THE STATE HOUSE

Since March is music month, William F. Galvin, the Secretary of the Commonwealth, in conjunction with Dennis R. Smith, Superintendent of the Bureau State Office Buildings, will be presenting performances by high school groups from around the Commonwealth. Bob Perry, President of the Massachusetts Music Educators Association, has chosen the State House as the prime location for these events. There will be performances by string and wind instrumental groups as well as by choral groups.

The first of these engagements was held at the State House in March.

If you have a school group that is interested in performing at the State House, call Tony Cannata at 727-1100.

BETTER LIGHTING



The Bureau has contracted with a lighting consultant to improve lighting throughout the State House. To date, we have upgraded the lighting in all hallways and around certain works of art. Your suggestion regarding lighting are important to us; please call or e-mail your opinions to John F. Civello@OSB@BSB.

RECYCLING



We have had a couple of months of deskside collection. The change has made it easier for offices to increase their recycling efforts. You should deposit mixed office paper, including white and colored paper, computer paper, files, file folders and envelopes in the boxes provided.

Central hallway containers will remain for newspapers, magazines, telephone books and other bound materials.

The following telephone numbers are available to contact the providers for additional boxes and pickup.

State House	727-9945
McCormack	727-9946
Saltonstall (1-15)	727-8835
Saltonstall (16-22)	727-9946



U.S. SAVINGS BONDS 1996 CAMPAIGN

For this year's payroll savings campaign, the Commonwealth of

Massachusetts is using the national Saving Bonds campaign theme, **"Invest in Your Future Today - Today's Decision, Tomorrow's Security."** The campaign is scheduled for the month of April. During that time period every employee will be contacted in person by a co-worker and offered the opportunity to enroll in the Payroll Savings Plan or to increase his or her allotment for Savings Bonds. For further info call Mary Leoney at 727-3555 ext. 398.



STATE HOUSE INFORMATION DESK

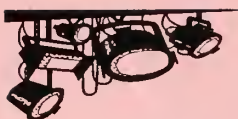
For the past year, the four Senior Volunteers located in the McCormack and Saltonstall Buildings have successfully directed incoming visitors to their destinations all around Government Center. With the addition of an information desk in the Main Lobby of the State House (by the General Hooker statue), and the cooperation of the Executive Office of Elder Affairs in bringing in two new Senior Volunteers, guests of the State House will now benefit from their guidance. The Senior Volunteers in the State House will be available at the information desk five days a week from 9:00 a.m. to 3:00 p.m.

Marion Phillips and Barbara Culbreath, the new Senior Volunteers began working in the Saltonstall and McCormack Buildings on March 1st. In time, however, they will join veteran Senior Volunteers Mary Leoney, Josephine Henry, Irene Edward and Harold Terrell in the rotation among the three buildings so everyone will meet all Senior Volunteers.

ART COMMISSION



In this space, there is usually an article about the Art Commission by Susan Gereendyke Lecvhevre, the Art Commission Manager. This month, however, Susan is the news. In February, Susan went on maternity leave. Madeleine Louise Lechevre joins big sister Jacqueline Marie in the Greendyke Lechevre household. Congratulations to Susan, her husband Jean-Louis and big sister Jacqueline. Susan will return and write an article for the next newsletter.



ATTRACTIVE WORKPLACES

A workplace that is unattractive to pests is more attractive to us. For the most part, this means not leaving food and water accessible to pests. Many problems can be avoided by adopting these few simple practices.

* **Do not** keep open, unsealed foods in desks, file cabinets and lockers. If you keep food in your workplace, keep it in glass or metal containers or in tightly sealed plastic containers such as Rubbermaid or Tupperware brand containers.

* **Do** eat in designated areas like lounges or cafeterias. If eating at your desk, discard unfinished foods and scraps (including wrappers) by wrapping them tightly and placing in the perishable container by each freight elevator in the two high-rises.

* **Do** clean up any crumbs or drinks that may spill.

* **Do not** keep plants that produce seeds or fruits. They are great snacks for rodents.

* **Do not** overwater plants. Sopping wet soil provides a great watering hole for roaches, mice and rats.

* **Do** keep plant pots and the areas around them clean of leaves, seed pods, etc. They provide great resting and breeding areas for insects and mice.

* **Do** rinse all cans and bottles and make sure they are not left overnight in office areas.

* **Do** keep your work area neat and organized. Congestion and clutter can create excellent hiding places for pests.

How people work and conduct themselves during the day plays an important role in pest control. Each person must do his/her part to ensure that our workplaces remain unattractive to pests. No one else can do this for you.

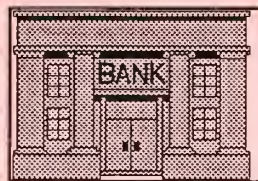


SALTONSTALL RECONSTRUCTION

The reconstruction of the Saltonstall Building will be a major multi-million dollar undertaking. The final product will be a building that provides the best possible working and customer service environment at the least cost to the taxpayers.

The Bureau and DCPO realize that communication is important and want to minimize disruption to employees and those they serve. As plans are finalized, Saltonstall agency heads, employees and customers will be given much advance time to plan for any changes that may affect them.

Convenient Banking



Have you ever run to the bank in the afternoon only to find it closed? Are you tired of spending your lunch time in a long bank line? Want faster access to your money? If so, Direct Deposit is for you. With direct deposit, the Commonwealth automatically deposits your paycheck into your account at midnight before payday. Thus, your money is available to you even before you receive your pay stub.

All you need to do is to fill out the proper form (obtained from your department's payroll office), provide your bank's routing code number and a voided personal check. In a couple of weeks, your inconvenient banking will be a thing of the past.

BUREAU HIRES NEW GUARD SERVICE

On March 4th Burns International Security Services replaced Nationwide Security as the contract guard service for the McCormack and Saltonstall Buildings. The Bureau reassessed its needs and ultimately redefined the role of the contracted security service.

The most noticeable change will be that the Guard in each building is required to perform foot patrols. The patrols will cover the Lobby, Plaza, all stairwells and Garage levels. In addition, the guards will make hourly patrols of the Plaza and Lobby during the evening shift.

The Bureau wishes to stress the importance of all persons showing their ID and signing in and out at the Guard post. This includes those who are seeking access to the garage. In case of an emergency, it is imperative to know if there are any people in the building and, if so, where they are. We also need your help to discover those who have no business in the garage and keep them from being there. Unauthorized persons pose a threat to individuals and vehicles in the garage. **Those persons with garage access who feel inconvenienced by these security measures have the option of carrying their parking card and entering the garage through its pedestrian doors.**

As always, the Bureau continues to monitor Burns' performance by unannounced surprise visits at any time of the day or night. We urge anyone with comments or concerns to notify the Bureau.

All tenants should realize that the security presence is for the protection of employees and their property, as well as state property. Please cooperate with the security officers on all occasions.

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES CONTROL COMMISSION	2204	727-3040
APPELLATE TAX BOARD	1010	727-3100
A & R FOOD SERVICE (CAFE)	1400	248-8635
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION ARBITRATION	1105	727-3466
BUREAU OF STATE OFFICE BUILDINGS	Garage level	727-4100
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	100	626-3680
COMMITTEE ON CRIMINAL JUSTICE	2100	727-6300
COMMUNITIES AND DEVELOPMENT (EOCD) EXECUTIVE OFFICE OF	1804	727-7765
ADMIN. AND FINANCE	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY DEVELOPMENT	1704	727-7130
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC DEVELOPMENT	1803	727-7004
DEPARTMENT OF CORRECTIONS	2200	727-3300
DEPARTMENT OF FOOD AND AGRICULTURE	2103	727-3000
FISHERIES, WILDLIFE & ENVIRONMENTAL LAW ENFORCEMENT	1902	727-3151
DEPARTMENT OF LABOR AND INDUSTRIES	1107	727-3452
APPRENTICE & TRAINING	1107	727-3486
DEPARTMENT OF PUBLIC UTILITIES	1200	727-3500
DEPARTMENT OF REVENUE	2-9	
TAXPAYERS ASSISTANCE	200	727-4545
DESIGNER SELECTION BOARD	1610	727-4046
DIVISION OF ADMINISTRATIVE LAW APPEALS	904	727-7060
DISPUTE RESOLUTION	1406	727-2224
DIVISION OF CAPITAL PLANNING, 1611 & OPERATIONS - REAL ESTATE MGT		727-8090
OFFICE OF PROGRAMMING	1611	727-4105

AGENCY	ROOM	PHONE
DIVISION OF REGISTRATION AND LICENSING	1508-1520 1313, 1315, 1406	727-3074
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING BOARD	1304	727-1136
ENVIRONMENTAL AFFAIRS EXECUTIVE OFFICE FOR	2000	727-9800
MASSACHUSETTS DEPART - MENT OF ENVIRONMENTAL MANAGEMENT (DEM)	1904	727-3180
RESOURCE CONSERVATION	1404	727-3160
DIVISION OF FORREST/ PARKS	1904	727-3180
EMPLOYMENT AGENCY SECTION	1106	727-3696
ASBESTOS/ LEAD DIVISION	1106	727-7047
GOVERNOR'S HIGHWAY SAFETY BUREAU	2104	727-5074
GOVERNOR'S COMMISSION ON MENTAL RETARDATION	1103A	727-0517
HAZARDOUS WASTE SAFETY	1405	727-6930
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	284-0360
LOW - LEVEL RADIOACTIVE WASTE	903	727-6018
MINORITY AND WOMEN BUSINESS ASSISTANCE	1305	727-8692
PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION (WORK. COMP)	1601	727-3437
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
SENTENCING COMMISSION	902	742-6867
STANDARDS -- LAB	110	727-3480
STATE DATA CENTER (MISER)	1103	727-4537
TELECOMMUNICATIONS	811	727-8627
TECHNICAL ASSISTANCE FOR TOXICS USE REDUCTION	2109	727-3260
TRAVEL & TOURISM	1300	727-3201
VETERAN SERVICES	1002	727-3578
VICTIM WITNESS ASSISTANCE BOARD	1104	727-5200

ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES .

Note: for McCormack Building See other side

To correct errors or update

Please contact George Young @OSB @BSB
or 727-1100

Apr96

McCORMACK DIRECTORY



AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION	213	727-7441
STATE		
ARCHITECTURAL ACCESS	1310	727-0660
BOARD		
BAR FOOD SERVICE (CAFE)	PLAZA	248-3957
ATTORNEY GENERAL	2000	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
EDITOR	1819	727-6200
FIXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL	503	727-6950
INVESTIGATIONS		
BUREAU OF STATE	107	727-0929
OFFICE BUILDINGS		
BUSINESS DEVELOPMENT	2101	727-3206
OFFICE		
CAMPAIGN AND POLITICAL	411	727-8352
FINANCE		
CAPITAL PLANNING	1500	727-4050
AND OPERATIONS		
BID ROOM	416	727-4003
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	105	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	211	727-2293
CMC	307	727-1119
COMMISSION AGAINST	601	727-3990
DISCRIMINATION (MCAD)		
COMPTROLLER, OFFICE OF	900	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF		
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2101	727-8380
EXECUTIVE OFFICE FOR		
EDUCATION, EXECUTIVE	1401	727-7785
OFFICE OF		
ELDER AFFAIRS, EXECUTIVE	500	727-7750
OFFICE OF		
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	619	727-0060
FIRST AID CLINIC	PLAZA (P09)	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE	611	727-0786
AGAINST DRUGS		
GOVERNOR'S AUTO THEFT	105	727-0220
STRIKE FORCE		
HEALTH & HUMAN SERVICES	1109	727-7600
EXECUTIVE OFFICE OF		
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE	2112	727-6573
OFFICE OF		
JOINT LABOR MGT.	610	727-9690
COMMITTEE		
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT		
INFORMATION SYSTEMS	801/1600	727-5072
PERSONNEL ADMINISTRATION	203	727-3555
EXECUTIVE OFFICE OF		
EXAMINATION ADMIN.	303	727-3777
PROBATION COMMISSION	401	727-5300
PROCUREMENT AND GENERAL	1017	727-7500
SERVICES		
CENTRAL REPROGRAPHICS	PLAZA	727-7500X440
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT	1101	727-9380
ADMINISTRATION		
PUBLIC SAFETY, EXECUTIVE	2133	727-7775
OFFICE OF		
PUBLIC SAFETY	1301	727-3200
COMMISSIONER		
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	367-7770
SECRETARY OF STATE		
CITIZEN INFORMATION	1611	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9640
ELECTIONS	1705	727-2828
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
STATE POLICE	106	727-2917
SUFFOLK SUPERIOR COURT	413	725-8251
TREASURY OFFICE OF	1200	367-3900
UNDER GROUND STORAGE	1301	727-6255



Note: for Saltonstall Building See other side

to correct errors or update

Please contact George Young @OSB @BSB



727-1100 Apr96

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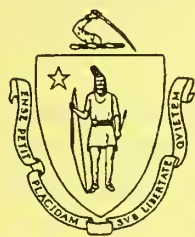
Bureau of State Office Buildings
State House Room 10 727-1100
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Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald T. Roosa, Deputy Superintendent of Administration
Neil R. Kilpeck, Director Safety and Security
John F. Civello, State House Manager
Elaine K. M. Denniston, Editor
George M. Young, Layout Artist



Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124

Mailing Label



Government Center Newsletter

GOVERNMENT DOCUMENTS
COLLECTION

AUG 14 1996

University of Massachusetts
Depository Copy

Vol 3. Issue 3

Bureau of State Office Buildings

June 1996



SALTONSTALL IMPROVEMENTS TO BEGIN

The Bureau, working cooperatively with DCPO, is making improvements to the Saltonstall Building. These improvements will enhance the working atmosphere for employees and visitors. Among ongoing projects:

Air conditioning - Air in the building is cooled by chillers. The Bureau recently began a project to replace the two original 30 year old steam-powered chillers with state-of-the-art electric chillers. The first new chiller will be in operation by June 15, vastly improving the air cooling capability of the entire building.

Sprinkler installation - The first phase of a sprinkler installation for the entire building will begin soon on floors 17, 18, and 22, areas where asbestos had been removed several years ago.

Elevators - The elevators are being equipped with telephones which dial automatically to our operations office and our 24-hour systems monitoring office. We are modifying the elevator door closures by installing electric eye automatic closure blocks to replace the mechanical rubber sensors presently in use. These changes are being made as a result of the customer comments recently solicited by the Bureau. Eventually the elevators in the building will be renovated in a manner similar to those in the State House.

Additional changes to improve the Saltonstall Building are also under consideration. We will notify agency liaisons as soon as the other plans are finalized. We appreciate the understanding of all our customers as we make these changes which may temporarily disrupt your workday but will ultimately improve the work environment.



FARMERS' MARKET



Despite the cold and dreary weather, spring must truly be here. The Farmers' Market has resumed! On Thursdays outside of the Saltonstall Building, the Farmer Boy from Bellingham has set up his stall with bedding plants, farm fresh eggs, hanging baskets, baked goods and preserves. As the season progresses, more farmers with their fresh, just picked produce will join the Saltonstall Farmers' Market. There will be the traditional fare for sale such as sweet corn, tomatoes and apples but also not so traditional produce such as collard greens, fresh herbs and ethnic and gourmet specialties.

Last summer, Trudy Coxe, the Secretary of Environmental Affairs, inaugurated the Farmers' Market and Jonathan L. Healy, Commissioner of the Department of Food and Agriculture, recruited the farmers. The Farmers' Market is a win-win situation for the farmers, the consumers and for the Commonwealth. Consumers are able to purchase fresh local produce and at the same time support local agriculture. This in turn helps preserve farmland and open space.

Since it is our patronage that makes the Farmers' Market viable, let us turn out on Thursdays with our shopping bags to support our local farmers.

If you are interested in the days and locations of other Farmers' Markets around the Commonwealth, a state wide listing is available in the Saltonstall Lobby. For more information, you can contact Anneli Johnson@Agdevelopment@DFA or at (617) 727-3018 x175.

MASSACHUSETTS ART COMMISSION UPDATE

Recent Acquisition - The Art Commission is pleased to catalogue one new object into the State House art collection. On April 8, 1996 the Department of Public Health unveiled a bronze plaque honoring Dr. Frank H. Parker, of Malden. Dr. Parker was Superintendent of the Penikese Hospital on Buzzards Bay from 1907-1921. He and his wife Marian are honored for their dedicated care of those suffering from Hansen's Disease (leprosy) and quarantined on Penikese at the Massachusetts State Leper Colony. The plaque is installed in Nurses Hall.

Collections Care - All exterior bronze statues and plaques received their annual maintenance by professional sculpture conservators in April. Upon its initial treatment, each statue received two types of coatings: an acrylic coating called Incralac which protects the metal from corrosion due to exposure to the elements and a wax coating which protects the acrylic. Each year, all statues are washed, inspected and a new coat of wax is applied.

In addition to this short-term maintenance schedule, the statues are also on a longer seven year treatment cycle where the old Incralac coatings, having become brittle from exposure, are stripped and fresh acrylic applied to the bronze before it is waxed. This year, the General Joseph Hooker statue received this additional treatment. Routine maintenance protects these monuments from corrosion and other effects of the urban environment. For information send an E-Mail to the Art Collections Manager, Susan Greendyke@OSB@BSB

EMERGENCY NUMBERS

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /Mc & Salt.	727-4100
Director of State House Operations	727-6223



SENIOR VOLUNTEERS

When walking into the State House, you should now be used to seeing the familiar faces of Mary Leoney, Josephine Henry, Irene Edwards, Harold Terrell, Marion Phillips and Barbara Culbreath, the Senior Volunteers from Elder Affairs who provide guidance and direction to incoming visitors of the State House. (See related article.) Their desk in the Main Entrance by the General Hooker Statue is open from approximately 9:00 a.m. to 3:00 p.m. Monday through Friday. Each volunteer is on a rotating assignment from building to building. So whether they are in the State House, the Saltonstall Building or the McCormack Building, they will be there to provide information to visitors, tenants and those having business with the Commonwealth.



FEATURE AGENCY: ELDER AFFAIRS

Do you have an aging parent or are you aging yourself? Have you heard of the Executive Office of Elder Affairs? Do you know what they do? If not, read on.

Elder Affairs is an agency of the Commonwealth whose mission is to keep people independent with dignity. It carries out its mission by providing information and services to the elderly - men and women 60 years and older. (This program alone accounts for 90% of Elder Affairs' \$160 million budget.)

Among the programs managed by Elder Affairs are:

In-Home Services - which includes such services as case management, home health aides, homemakers, respite care, transportation and adult day care services by contract with 27 home care corporations and 23 Area Agencies for the Aging.

Elderly Nutrition Program - which provides 1/3 of the daily dietary allowance. Last year, Elder Affairs served 7.5 million meals through 400 meal sites and home deliveries.

Shine (Serving Health Information Needs of Elders) - This is a network of volunteers who serve the health information needs of the elderly by reviewing insurance programs such as medi-gap insurance and advising on coverage. Last year this program saved 3000 people nearly \$500,000.

Ombudsman Program - Over 300 highly trained volunteers serve as ombudsmen for residents of nursing homes and rest homes. Among their duties are quality of care reviews and visiting these homes to investigate and mediate complaints. Last year the ombudsmen resolved on site 90% of the 1,200 complaints that were investigated.

Senior Employment and Volunteer Services
Elder Affairs serves as a conduit for community service employment and/or volunteer opportunities for income eligible seniors. It is through this program that candidates for the Senior Volunteers, who assist customers to their McCormack, Saltonstall or State House destinations, are interviewed and screened. (See related story on Senior Volunteers.)

Franklin P. Ollivierre, the Secretary for Elder Affairs for the last five years is justly proud of these established programs that his agency has developed and overseen and of the new ones that are arising to meet changing needs. Among the new programs are:

Grandparents Support Network - An emerging trend is that of grandparents raising their grandchildren. Nationally, 3.2 million children are being raised by their grandparents. In over 1/3 of these homes, parents are totally out of the picture. In Massachusetts, over 60,000 reported Heads of Household over 65 have children in the household under 18, although in some instances parents may be living in the household. These statistics cut across all racial, geographic, ethnic, cultural and class lines. In response to this trend, Elder Affairs established the Massachusetts Grandparent's network which is comprised of over 30 support groups and others interested in assisting these grandparents.

Elder Affairs has collaborated with Health and Human Services to develop "A Resource Guide for Massachusetts Grandparents raising Their Grandchildren".

Spirituality in Aging - Elder Affairs, in its efforts to provide a holistic approach to the delivery of services, is reaching out to the religious community and elders to ensure that the spiritual as well as the physical needs of the elderly are better understood and met. Strengthening the ties between the elderly and the spiritual community is an important area being addressed. Elder Affairs sponsors conferences that focus on various aspects of spirituality and aging and works with local groups to coordinate workshops or seminars as appropriate.

From left to right: Dr. Wayne Dudley of Salem State College, Franklin P. Ollivierre, Secretary of Elder Affairs, two middle school participants



SOUTH AFRICA BOOK DRIVE FOLLOW UP



Remember the book drive that the Executive Office of Elder Affairs coordinated with collections in various locations throughout Government Center? It was a resounding success! Dr. Wayne Dudley reports that generous workers in the Government Center complex donated over 3200 books and they continue to come in! In addition, this drive was directly responsible for the donation of another 4,000 books when an Elder Affairs employee mentioned it during a visit to a nursing home in Milton. These generous donations bring us closer to the goal of one million books. As Dr. Dudley so aptly states, "This book drive embraces the principle that we live in a Global Village in which our neighbors are the children whether they live in Chelsea, Massachusetts, Chicago, Illinois or Capetown, South Africa".

The next shipment of books to South Africa is scheduled for mid October. If you care to donate additional books or help in this effort in any way, you may contact Dr. Dudley directly at (617) 566-6384.



CONTINUING MUSIC IN STATE HOUSE

Since March, 1996, William F. Galvin, Secretary of the Commonwealth, in conjunction with Dennis R. Smith, Superintendent of the Bureau of State Office Buildings have been presenting performances by high school groups from around the Commonwealth. These concerts are held on the Grand Staircase from 12:00 - 12:45.

If you know of a school group that would like to perform at the State House for the lawmakers and their staff, call **Tony Cannata** at 727-1100.



INFORMATION TO SHARE ?

Does your agency have news to share with the employees of Government Center Complex? Is there an event or program you would like others to know about? If so, consider submitting it to Elaine K.M. Denniston for inclusion in the next Government Center Newsletter scheduled for August, 1996. You can reach her at the Bureau of State Buildings, Room 10, State House, Boston, MA 02133, (617) 727-1100 or by sending an E-Mail to Elaine Denniston@OSB@BSB.



CIVIL WAR FLAG DISPLAY

Prior to the 1987 State House Renovation Project, eight display closets in the Hall of Flags in the State House housed the Massachusetts Civil War flag collection. Before the Project began, all Civil War flags on display were put into storage, where they have remained to this day. In January 1996, a Committee, with representatives from the Secretary of State's Office, Veterans' Services, the State Library, the Civil War Roundtable of Greater Boston, the Art Commission and the Bureau of State Office Buildings, first met to determine what steps were necessary for displaying these flags once again.

The Committee's goals were not only to put these flags back on display, but also to create the best possible display environment to protect them from damaging pollutants, light and climate changes. To accomplish this, the Committee decided that only a small group of flags would be displayed, but that all flags prepared for display would be rotated on a regular basis, so that a large selection of the State House collection would be seen over time.

On May 23rd, the Committee selected Boston Art Conservation to treat 48 Civil War flags and provide specifications for any necessary modifications to the display closets. The project is now officially underway and soon citizens of the Commonwealth of Massachusetts, and their guests, will once again be able to view these invaluable components of our state and national history.

STATE HOUSE UPDATE

Elevator Renovation Project - The State House Elevator Renovation Project was completed on Friday, May 24, 1996. The Elevator Division of the Department of Public Safety has tested all elevators. They will issue Elevator Certificates to each elevator after a mandatory emergency power test is conducted during the month of August. If you experience any problems with the new elevators, please help us correct any deficiencies by reporting incidents to 727-6223 or sending an e-mail to John F. Civello@OSB@BSB.

Cooling Tips - With the change from heating to cooling, certain practices can help ensure a pleasant work environment. Some easy practices to maximize your comfort during the hot Boston summer.

Close all windows and turn off computers before leaving for the night or weekend. The cooling system shuts down nightly and open windows allow the cooler air to escape.

Check the fan unit(s) in your office to make sure they are set to the highest level. The cooling system is activated as early as 6:00 A.M. in order to have the building reach the target temperature by 9:00 A.M.

Improved signs in the State House

The project to improve the interior signage to meet ADA requirements in the State House is ongoing. The final working documents are scheduled to be submitted for review and approval in early June. Upon approval, the project will be advertised for bids in July.



GREEN THUMBS WANTED

Are your thumbs a lush and verdant green just waiting for the chance to do some planting? Adopting a flowerbed in the plaza between the Saltonstall and McCormack Buildings is just what the thumbs need. There are still some flowerbeds waiting to be adopted. If you are interested, please contact Leo Colborne at 727-4100 to receive a map of available planters. Once you have chosen your flowerbed, all you need to do is plant your flowers. We will feed, weed and water your adopted flowerbed. Your thumbs will be happy and the flowerbeds will flower.

HURLEY BUILDING EVACUATION A SUCCESS



On April 24, 1996, Ira Novoselsky, Facility Manager of the Charles F. Hurley Building, conducted the Hurley's annual full building fire evacuation drill. The drill ran flawlessly with the 800 Hurley employees evacuating the building in 9 minutes, 27 seconds, the second fastest time ever. The employees did a fine job and are confident they will be safe in a real emergency. Congratulation for a job well done!

CAFETERIA NEWS



Last month at Ashburton Cafe in the McCormack Building, A&R Food service sponsored a Customer Appreciation Day. It was a huge success! They offered many specials such as a Fried Scallop plate for \$2.99 and Ice Cream for only 5 cents an ounce. There was also a nutritionist on hand to answer any questions about our customers' dietary needs. Free re-usable coffee mugs were passed out as well as free cookie and brownie samples. A&R Food Service plans to hold a customer appreciation day at the Metro Grill in the Saltonstall Building some day in June. We will post the date on the Metro Grill's note board in the cafeteria.

Don't forget, we have Annie's Frozen Yogurt and Bon Sante Soft Serve Ice Cream to keep you cool over the upcoming summer months.

Outdoor dining preparations continue and the picnic area should be ready by mid June.

Thanks from the staff at A&R Food Service Corporation.

RECYCLING NEWS

Help Us/Help Yourself



Are you purging files or otherwise creating quantities of no-longer-needed paper? We will be happy to provide you with hampers for the waste paper and pick them up when you are finished. This gives us recyclable paper while saving you from having to fill numerous recycle boxes, baskets and bags. For more information, call Operations at 727-4100.

Courtesy Phone Locations

If you call an emergency number from one of these phones listed below, identify the phone location number so emergency personnel can locate you more quickly.

Location

State House

- (1) Basement Handicap doors area by Ashburton Park
- (2) Annex side first floor next to fire panel under the arch
- (3) 2nd floor Great Hall of Flags next to the payphone
- (4) 3rd floor near room 337
- (5) Main Entrance desk (Gen. Hooker Hall)
- (6) Gardner Auditorium lobby area
- (7) Bowdoin St. East Wing 1st floor room 74
- (8) Conference Room A1 1st floor
- (9) 1st floor Hallway across from room 183

McCormack Building

- (11) Main Lobby - by the escalators
- (11a) Main Lobby parking garage elevators
- (12) 12th floor elevator area
- (13) 21st floor conference room area
- (14) Cafe Conference room

McCormack Garage

- (21) 1st level entrance
- (22) 2nd level elevator lobby
- (22a) 3rd level elevator lobby
- (23) 4th level on the column across from the elevator

Saltonstall Building

- (31) Main Lobby at desk
- (32) 2nd floor next to the conference rooms
- (33) 14th floor across from the pay phones

Saltonstall Garage

- (41) Ground level near entrance to the lobby
- (42) Saltonstall and McCormack drive thru



1996 FIRE ALARM TESTS AND DRILL SCHEDULE

The Bureau will continue fire alarm drills and tests during the year and notify customers prior to each drill. We will broadcast public announcements during both the drills and tests. The following schedule is provided for your convenience. We ask for your continued participation in these precautionary measures.

STATE HOUSE

TEST	June 15, 1996	7:00 a.m.
TEST	July 20, 1996	7:00 a.m.

MCCORMACK

DRILL	June 26, 1996	3:00 p.m.
TEST	June 27, 1996	7:00 a.m.
TEST	July 25, 1996	7:00 a.m.
DRILL	July 24, 1996	3:00 p.m.

SALTONSTALL

DRILL	June 25, 1996	3:00 p.m.
TEST	June 26, 1996	7:00 a.m.
DRILL	July 23, 1996	3:00 p.m.
TEST	July 24, 1996	7:00 a.m.

HURLEY

TEST	June 27, 1996	1:00 p.m.
TEST	July 25, 1996	1:00 p.m.

LINDEMANN

TEST	June 27, 1996	1000 a.m.
TEST	July 25, 1996	10:00 a.m.

NASHUA STREET

TEST	June 27, 1996	8:30 a.m.
TEST	July 25, 1996	8:30 a.m.

McCORMACK DIRECTORY



AGENCY	ROOM	PHONE
AFFIRMATIVE ACTION	213	727-7441
ARCHITECTURAL ACCESS	1310	727-0660
BOARD		
BR FOOD SERVICE (CAFE)	PLAZA	248-3957
TORNEY GENERAL	2000	727-2200
CIVIL RIGHTS	1915	727-2200
CRIMINAL	1810	727-2200
ENVIRONMENTAL	1915	727-2200
EDITOR	1819	727-6200
FIXING COMMISSION	1310	727-3296
BUILDING CODE COMMISSION	1301	727-3200
BUREAU OF SPECIAL	503	727-6950
INVESTIGATIONS		
BUREAU OF STATE	107	727-4100
OFFICE BUILDINGS		
BUSINESS DEVELOPMENT	2101	727-3206
OFFICE		
CAMPAIGN AND POLITICAL	411	727-8352
NANCE		
CAPITAL PLANNING	1500	727-4050
AND OPERATIONS		
BID ROOM	416	727-4003
CENTRAL MAIL ROOM	PLAZA	727-2909
CHILD CARE CENTER	105	727-4802
CHILDREN, OFFICE FOR	1111	727-8900
CIVIL SERVICE COMMISSION	211	727-2293
DMEC	307	727-1119
COMMISSION AGAINST	601	727-3990
DISCRIMINATION (MCAD)		
COMPTROLLER, OFFICE OF	900	727-5000
CONFERENCE ROOMS	2100	
CONSUMER AFFAIRS	1411	727-7755
EXECUTIVE OFFICE OF		
DISABILITY, OFFICE ON	1305	727-7440
DIVISION OF STANDARDS	1115	727-3480
ECONOMIC AFFAIRS	2101	727-8380
EXECUTIVE OFFICE FOR		
EDUCATION, EXECUTIVE	1401	727-7785
OFFICE OF		
ELDER AFFAIRS, EXECUTIVE	500	727-7750
OFFICE OF		
EMPLOYEE RELATIONS	1002	727-5403
ETHICS COMMISSION	619	727-0060
FIRST AID CLINIC	PLAZA (P09)	727-2429

AGENCY	ROOM	PHONE
GOVERNOR'S ALLIANCE	611	727-0786
AGAINST DRUGS		
GOVERNOR'S AUTO THEFT	105	727-0220
STRIKE FORCE		
HEALTH & HUMAN SERVICES	1109	727-7600
EXECUTIVE OFFICE OF		
HIGHER EDUCATION COUNCIL	1401	727-7785
INDIAN AFFAIRS	1004	727-6394
INSPECTOR GENERAL	1311	727-9140
LABOR, EXECUTIVE	2112	727-6573
OFFICE OF		
JOINT LABOR MGT.	610	727-9690
COMMITTEE		
MASS JOBS COUNCIL	2111	727-7944
MEDICAL SECURITY	1105	727-8300
OFFICE OF MANAGEMENT		
INFORMATION SYSTEMS	801/1600	727-5072
PERSONNEL ADMINISTRATION	203	727-3555
DPA ADMINISTRATOR		
EXAMINATION ADMIN.	303	727-3777
PROBATION COMMISSION	401	727-5300
PROCUREMENT AND GENERAL	1017	727-7500
SERVICES (DPGS)		
CENTRAL REPROGRAPHICS	PLAZA	727-7500X440
PUBLIC CHARITIES	1413	727-2200
PUBLIC EMPLOYEE RETIREMENT	1101	727-9380
ADMINISTRATION (PERA)		
PUBLIC SAFETY, EXECUTIVE	2133	727-7775
OFFICE OF		
PUBLIC SAFETY	1301	727-3200
COMMISSIONER		
RACING COMMISSION	1313	727-2581
RETIREMENT BOARD	1219	367-7770
SECRETARY OF STATE		
CITIZEN INFORMATION	1611	727-7030
CENTRAL REGISTER	2A	727-2831
COMMERCIAL CODE	1710	727-2860
CORPORATE RECORDS	1710	727-9640
ELECTIONS	1705	727-2828
PUBLIC RECORDS	1700	727-2832
SECURITIES	1701	727-3548
TRADEMARKS	1710	727-8329
STATE POLICE	106	727-2917
SUFFOLK SUPERIOR COURT	413	725-8251
TREASURY OFFICE OF	1200	367-3900
UNDER GROUND STORAGE	1301	727-6255

Note: for Saltonstall Building See other side
 to correct errors or update
 please contact George Young @OSB @BSB
 or 727-1100
 JUN96

ON CENTREX AND COURTESY TELEPHONES ONLY
 DIAL THE LAST FIVE DIGITS WHEN CALLING
 722 AND 727 EXCHANGES .

SALTONSTALL DIRECTORY



AGENCY	ROOM	PHONE
ADJUTANT GENERAL	1000	727-2964
ALCOHOLIC BEVERAGES	2204	727-3040
CONTROL COMMISSION (ABCC)		
APPELLATE TAX BOARD	1010	727-3100
A & R FOOD SERVICE (CAFE)	1400	248-8635
BANKING DIVISION OF	2004	727-3145
BUREAU OF CONCILIATION	1105	727-3466
ARBITRATION		
BUREAU OF STATE (BSOB)	Garage	727-4100
OFFICE BUILDINGS	level	
CABLE TELEVISION	2003	727-6925
CENTRAL MAIL ROOM	100	626-3680
COMMITTEE ON CRIMINAL	2100	727-6300
JUSTICE		
COMMUNITIES AND	1804	727-7765
DEVELOPMENT (EOCD)		
ADMIN.	1704	727-7147
CHIEF COUNSEL	1801	727-7078
COMMUNITY SERVICES	1803	727-7001
ENERGY CONSERVATION	1803	727-7004
HOUSING AND COMMUNITY	1704	727-7130
DEVELOPMENT		
PRIVATE HOUSING	1804	727-7824
RENTAL ASSISTANCE	1704B	727-7130
SOCIAL AND ECONOMIC	1803	727-7004
DEVELOPMENT		
DEPARTMENT OF	2200	727-3300
CORRECTIONS (DOC)		
DEPARTMENT OF FOOD AND	2103	727-3000
AGRICULTURE		
FISHERIES, WILDLIFE &	1901	727-1614
ENVIRONMENTAL LAW		
ENFORCEMENT		
DEPARTMENT OF LABOR	1107	727-3452
AND INDUSTRIES		
APPRENTICE & TRAINING	1107	727-3486
DEPARTMENT OF PUBLIC	1200	727-3500
UTILITIES (DPU)		
DEPARTMENT OF REVENUE (DOR)		
TAXPAYERS ASSISTANCE	200	727-4545
DESIGNER SELECTION BOARD	1610	727-4046
DIVISION OF ADMINISTRATIVE	904	727-7060
LAW APPEALS		
DISPUTE RESOLUTION	1005	727-2224
DIVISION OF CAPITAL PLANNING,	1611	727-8090
& OPERATIONS - REAL ESTATE MGT (DCPO)		
OFFICE OF PROGRAMMING	1611	727-4105

AGENCY	ROOM	PHONE
DIVISION OF REGISTRATION	1508-	727-3074
AND LICENSING	1313	
ENERGY RESOURCES	1500	727-4732
ENERGY FACILITIES SITING	1304	727-1136
BOARD		
ENVIRONMENTAL AFFAIRS	2000	727-9800
EXECUTIVE OFFICE FOR		
DEPARTMENT OF ENVIRONMENTAL	1904	727-3180
MANAGEMENT (DEM)		
RESOURCE CONSERVATION	1404	727-3160
DIVISION OF FORREST/ PARKS	1904	727-3180
EMPLOYMENT AGENCY SECTION	1106	727-3696
ASBESTOS/ LEAD DIVISION	1106	727-7047
GOVERNOR'S HIGHWAY	2104	727-5074
SAFETY BUREAU		
GOVERNOR'S COMMISSION ON	1103A	727-0517
MENTAL RETARDATION		
HAZARDOUS WASTE SAFETY	1405	727-6930
INTERNATIONAL TRADE	1302	367-1830
LABOR RELATIONS	1604	727-3505
LOTTERY CLAIM	104	284-0360
LOW - LEVEL RADIOACTIVE	903	727-6018
WASTE		
MINORITY AND WOMEN	1305	727-8692
BUSINESS ASSISTANCE		
PUBLIC EMPLOYEE RETIREMENT	1601	727-3437
ADMINISTRATION \WORK. COMP		
RECYCLING PROGRAM	103	732-9253
RESOURCE CONSERVATION	1405	727-1552
SENTENCING COMMISSION	902	742-6867
STANDARDS -- LAB	110	727-3480
STATE DATA CENTER (MISER)	1103	727-4537
TELECOMMUNICATIONS	811	727-8627
TOXICS USE REDUCTION	2109	727-3260
TRAVEL & TOURISM	1300	727-3201
VETERAN SERVICES	1002	727-3578
VICTIM WITNESS ASSISTANCE	1104	727-5200
BOARD		

ON CENTREX AND COURTESY TELEPHONES ONLY
DIAL THE LAST FIVE DIGITS WHEN CALLING
722 AND 727 EXCHANGES .

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To correct errors or update

Please contact George Young @OSB @BSB

or 727-1100

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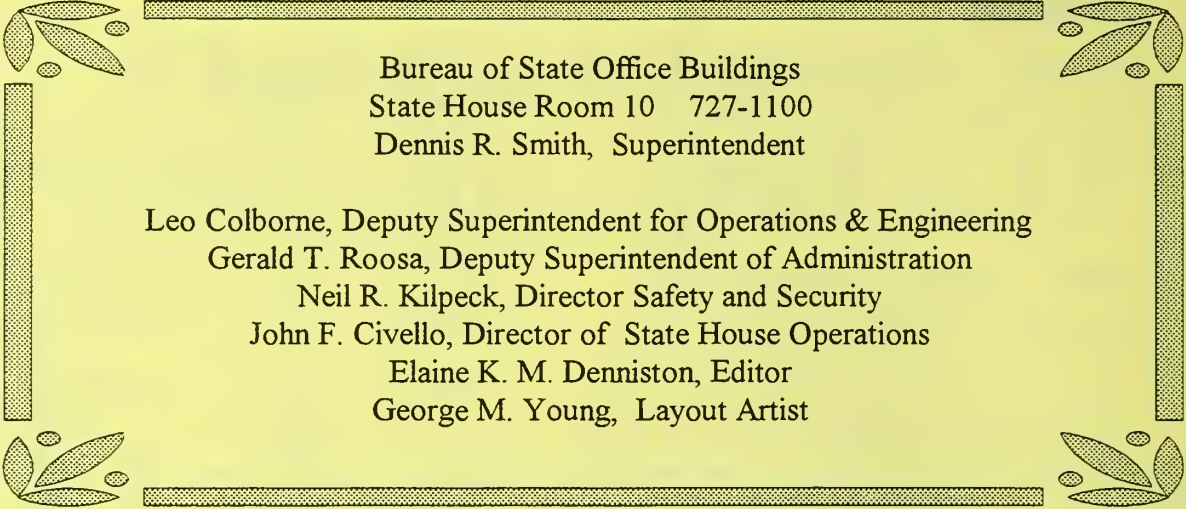
MASSACHUSETTS STATE SENATE

All telephones numbers begin with 722-

All addresses are State House, Boston MA 02133

SENATOR	ROOM	PHONE	SENATOR	ROOM	PHONE
Pres. THOMAS F. BIRMINGHAM	332	1500	MONTIGNY, MARK	413D	1440
Majority Leader THOMAS NORTON	333	1114	MOORE, RICHARD	518	1420
Minority Leader BRIAN LEES	308	1291	MORRISSEY, MICHAEL	213B	1494
			MURRAY, THERESE	511C	1330
AMORELLO, MATTHEW	314	1485	O'BRIEN, JOHN	416A	1612
ANTONIONI, ROBERT	109E	1230	PACHECO, MARC	413B	1551
BERNSTEIN, ROBERT	218	1544	PINES, LOIS	504	1639
BERRY, FREDRICK	109B	1410	RAUSCHENBACH, HENRI	315	1570
CLANCY, EDWARD, JR.	410	1350	ROSENBERG, STANLEY	212	1481
CREEDON, MICHAEL	413C	1200	SHANNON, CHARLES	421	1578
DURAND, ROBERT	109C	1120	SWIFT, JANE	323	1625
HAVERN, ROBERT	513	1432	TARR, BRUCE	507	1600
HELUND, ROBERT	413E	1646	TISEI, RICHARD	313	1206
HICKS, LUCILE	413F	1572	TOLMAN, WARREN	424	1280
JACQUES, CHERYL	312D	1555	TRAVAGLINI, ROBERT	511B	1634
JAJUGA, JAMES	216	1604	WALSH, MARIAN	405	1348
KEATING, WILLIAM	213C	1222	WETMORE, ROBERT	312C	1540
KNAPIK, MICHAEL	309	1415	WHITE, PAUL	109D	1643
LEAHY, DANIEL	416B	1640	WILKERSON, DIANNE	312H	1673
LYNCH, STEPHEN	520	1150			
MAGNANI, DAVID	413A	1640			
MELCONIAN, LINDA	320	1660			

To correct or update Please contact
George Young @OSB@BSB 727-1100 JUNE 96



Bureau of State Office Buildings
State House Room 10 727-1100
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Leo Colborne, Deputy Superintendent for Operations & Engineering
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STATE OF MASSACHUSETTS
JULY 1996



Government Center Newsletter

Vol 3 Issue 4

Bureau of State Office Buildings

August 1996

RIGHT NUMBER PLEASE?



The major restructuring of state government that became effective on July 1 means that those who work in Bureau facilities may have to get accustomed to changes in contacts, names, titles, and telephone numbers.

The Bureau of State Office Buildings is among several state agencies in the government center area that are part of this restructuring. Now a part of the Operational Services Division within the Executive Office of Administration and Finance, the Bureau will offer the same service to its customers but should be able to do so more efficiently since some of its internal administrative functions will be assumed by the new A&F Central Business Office. Other components of the OSD include the State Library and general services.

A new listing of agencies, telephone numbers and locations is not included in this newsletter but will soon be available from the senior volunteers in McCormack, Saltonstall, and the State House. As other changes occur, new listings will be available.

Bureau phone numbers will not change.
(See next page)



HIGH-RISE SECURITY PROJECT

As a result of Building surveys and questionnaires, the Bureau has identified security as a major concern to a majority of the Bureau's customers. In response to this concern, the Bureau has undertaken the long anticipated high-rise security project. The equipment has been purchased (after several delays) and installation plans are in place.

The project consists of three phases: replacing or repairing all exterior doors, digitally photographing all high-rise building employees for ID badges and installing the turnstiles, metal detectors and card accessed handicapped doors.

PHASE 1 90% of all exterior doors have been repaired or modified as needed. When this phase is completed, the only way to enter the high-rise buildings will be through the main lobbies. The lower plaza doors of the McCormack and the upper plaza doors of the Saltonstall will be for exiting only and the loading docks and parking garage entrances will be secured.

AUG

PHASE 2 The Identification badging equipment has been purchased and the photographing for ID badges will begin by August 1st. The Bureau has asked all agencies to provide a staff list so the badging process can be scheduled. If your agency hasn't sent the list please make sure it is done ASAP so we can complete the process. Only employees with a state ID will be allowed in the high rise buildings after hours.

PHASE 3 Installing the card access turnstiles and metal detectors in the lobbies of each building will begin after the Identification process is underway.

When all phases of the High rise security project are complete, our private security will be on site from Monday thru Friday, 6:00 AM to Midnight. All state employees will use their newly acquired ID badge to operate the turnstiles to enter the building during regular business hours. In addition, these ID badges will be capable of operating the handicapped doors in each lobby between 6:00 PM and 7:00 AM for convenient after-hours access. Each lobby will have two turnstiles to minimize the possibility of delays. The public will be required to enter and exit the buildings through the metal detectors. This will ensure that people do not enter the building with dangerous weapons or leave with your property or that of the Commonwealth.

Please remember that our goal is to make your work environment safe and secure. Minor inconveniences are a small price to pay for your security. Your cooperation is imperative to the success of this mission. If you have any questions or comments, please forward them to Neil R. Kilpeck, Director of Safety & Security, or Randy Cabral, Assistant Director of Safety and Security, Room 10, State House or send an E-Mail to Neil.Kilpeck@OSB@BSB or Randy.Cabral@OSB@BSB.



GEN. HOOKER PEDESTAL REPAIRS

On July 8 the statue of General Joseph Hooker was lifted off its pedestal for what is believed to be the first time since its installation in 1903. Fine Arts Express orchestrated the successful move of the bronze statue which weighed 5 tons! (10,000 pounds) on the crane's computer scale. Decades of freeze-thaw cycles have slowly broken down the structure of the pedestal's core, loosened the statue's anchor bolts and gradually pushed some of the granite stones out of position. We suspected instability when active spalling, (or shearing off of the face of the granite) on the front of the pedestal indicated a change in pressure on the face stones, probably due to forward movement of the upper courses of granite and the statue itself.

Masons from A. & J. Conti, Inc. have begun digging out the deteriorated core and removing some of the stones in order to complete their evaluation of the pedestal and make all necessary repairs.

*Susan Greendyke Lachevre
Art Collections Manager*

EMERGENCY NUMBERS

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /McC. & Salt.	727-4100
Director of State House Operations	727-6223



STATE HOUSE NEWS

JULY 4TH - This year, our State House was patriotically dressed in bunting for the 4th of July celebration. Members of the State House building staff and the Community Crew worked to make the State House look more festive than it has in several years.

STATE HOUSE ELEVATORS - The State House elevators underwent Emergency Power tests during the week of July 15, 1996. Elevator mechanics, DCPO and Bureau engineers simulated an electric power failure and fire condition to inspect the performance of the elevators and fire protection systems in emergency situations. All elevators performed as expected and results are being reviewed.

STATE HOUSE ROOF - After the harsh winter of 1995-1996, we had our State House roof inspected. The severity of last winter was readily apparent as our roofing contractor surveyed the damage. As a result of this inspection, several repairs will be undertaken in the month of August, 1996.

COMFORT IN THE STATE HOUSE - During the summer months, please remember to close your office windows each night. This will keep the cooling in the building overnight as well as ease the load on the building system in the morning as it brings the temperature down to our normal (and comfortable) operating level.

HOUSEKEEPING MATTERS - Your window cooling unit may make noises or leak water during extremely hot and/or humid weather. If either of these conditions occur, please contact the Building Manager's office at 727-6223. Sometimes water collects on the floor beneath the unit and eventually leaks through to the office ceiling below you.

MAIN ENTRANCE - You must have noticed that the statue of General Joseph Hooker at the main entrance to the State House is no longer on top of the pedestal proudly looking down Park Street, and that the main entrance has been closed. No doubt you have seen a huge plywood structure next to the foundation of the statue. This structure is built around the statue while its base and pedestal are being repaired. (See related article from the Art Commission.) While General Hooker's foundation is strengthened, the main entrance is closed indefinitely. Once the repairs are completed and the statue reseated, the entrance will be opened.

SALTONSTALL NEWS

CHILLERS - The first chiller was delivered to the Saltonstall Building and installed in mid June as scheduled improving the comfort level. The second chiller was delivered to the Saltonstall Building late July. Installation and piping should be completed and the second chiller operational by the end of the second week in August.

This will ensure that optimum cooling capacity will be available to all Saltonstall tenants.

ELEVATORS - The Saltonstall elevators' upgrade has been completed. The state of the art door edge safety protectors are now operational. In addition, the emergency telephones are tied in to the 24 hour emergency line (727-1000). Accordingly, we ask the people using the Saltonstall elevators to be careful not to accidentally lean against the emergency button. Please save pressing the emergency button for an actual emergency.

ASHBURTON CAFE NEWS



Dining at our outside seating location is working out very nicely. We have been lucky to have had so many nice days that diners could enjoy outdoors. So come on by, get lunch and sit outside and relax.

CUSTOMER APPRECIATION DAY

There will be a "Customer Appreciation Day" on Friday, August 16, 1996. The party starts at 11:30 AM. Bring a friend! We will have many specials such as:

Fried Scallop Dinner	\$2.99
Fried Chicken Dinner	\$2.99
Frozen Ice Cream/Yogurt	5 cents per oz.
Free bags of chips with any sandwich order	
Free cookies to sample	
All fountain drinks	- 1/2 price.

In addition, there will be complimentary coffee mugs with any purchase.

NEW MENU ITEMS

A Hommus sandwich is a nice light summer meal when you want to eat light. Our menu now carries several varieties of Hommus - Roasted Red Pepper, Sundried Tomato, Cracked Chili-pepper and Original. Remember Hommus is very low in fat and cholesterol.

LOOK FOR OUR DAILY SPECIALS IN THE DAILY BULLETIN

ASHBURTON CAFE TELEPHONE NUMBERS

McCORMACK CAFE. MENUS	248-6939
McCORMACK CAFE. INFO	248-3957
SALTONSTALL (Menus and Info)	248-8635



DAILY BULLETIN

An ongoing goal of the Bureau of State Office Buildings is to improve customer satisfaction by increasing communications with its customers. Accordingly, the Bureau has established a Daily Bulletin which has been transmitted via E-Mail daily (Monday through Friday) since July 9th to all McCormack, Saltonstall and State House Liaisons.

The Bulletin is updated daily and is sent by 8:30 each morning. Items listed include upcoming events, hearings, staffing schedules, power and/or water shutdowns, cafeteria specials, fire drills and construction news.

If you wish to be added to the list or have questions, comments or items to be added to the Bulletin (3 lines or less), please contact Jennifer Bean@OSB@BSB.



AGENCY IN THE SPOTLIGHT

ITD, OMIS, GACIT, MAGNet, - a big typo? Alphabet soup? Indication that the Commonwealth is preparing for the technological explosion of 21st century???

ITD (Information Technology Division), the successor to OMIS (Office of Management Information Systems) was created July 1, 1996 as part of the reorganization of Government. Its mission is to help foster the sound application of computing technologies to improve government services:

Among those projects with which ITD has been involved are:

MAGNet (Massachusetts Access to Government Network), a home page with Commonwealth information on the world wide web (<http://www.magnet.state.ma.us>) In June, 1996 MAGNet had 62,000 hits (number of times it was looked at). This past May, it had over 700,000 hits. MAGNet provides, among other things:

- * A list of new and updated material posted to the web site during the current month and lists of materials from previous months,
- * A hierarchical map of state government organizations
- * Information provided by Commonwealth agencies (arranged by subject),
- * Lists of publications of Commonwealth Agencies (by type) and
- * Links to Commonwealth materials and other web sites for specialty information and general interest browsing.

In 1993, the Office of Technology Planning (the predecessor of the Strategic Planning Bureau) drafted a set of information

technology standards under the auspices of the Governor's Advisory Committee on Information Technology. These standards became known as GACIT Standards. While the initial document described the strategic direction of Massachusetts state government and the needs for a uniform computing system, it also contained standards for personal computer workstations, Local Area Networks, Database Access and Wiring and guidelines for Logical Network Architecture and Network Management Architecture.

Since the initial 1993 publication, ITD has added standards for desktop tools (spreadsheets and word processing), has twice updated the standard for Personal Computer Workstations (most recently in November, 1995), and has just issued a revised Wiring Standard. The GACIT standards are available on the World Wide Web at <http://www.magnet.state.ma.us/omis/gacit> or from Elaine Socha@SIB@MIS (617-973-0865).

In the words of Louis Gutierrez, the Director of ITD, "The Information Technology Division is here to expand departmental access to the state's wide area network, and to help departments stay current with technology as the state rolls out newer applications, particularly administrative applications. We encourage departments to ask ITD for guidance and assistance with computer technology-related matters. Departments can also share their success stories with others through ITD's quarterly newsletter. The network is the new computing environment, and the further we succeed in getting all departments on the state wide area network, the more exciting the opportunities for conducting state government business on-line."

Do You Know Who Your Floor Evacuation Team Leader Is?

Emergency evacuation is one of the areas of life safety that the Bureau's Office of Safety and Security oversee and constantly look for ways to improve. Floor Evacuation Teams, consisting of employees from each floor are currently in place in both High-rises. Each Team is responsible for executing a swift and safe evacuation of all employees on its floor(s) in case of an emergency. For your safety, it is critically important that you know the Floor Evacuation Team Leader (listed below) and the members of the team responsible for your area. All Team members are familiar with the actual procedures of an emergency evacuation and can answer any questions you might have.

Since some Teams still have openings, please call your Floor Leader today and volunteer.

Anyone interested in becoming a Floor Evacuation Team Leader on open floors should contact call Assistant Director of Safety & Security Randy Cabral @OSB@BSB or 727-1100.

McCormack Building

Leader	Floor	Room #	Phone
Linda Lynn Weaver	2 & 3	203	727-3777
Ed Johnson	4	405	727-5340
Joe Lalli	5	503	727-6950
Jim Costello	6	610	727-9690
Mechanical Room	7	XXX	XXXXXX
John Driscoll	8	801	973-0714
Bill Smith	9	900	727-5000 x244
Open	10	---	-----
Jim Waldman	11	1101	727-9380
Lina Wilson	12	1200	367-3900
Open	13	---	-----
Dick Allen	14	1413	727-2200
Mark Bontempo	15	1500	727-4050
Open	16	---	-----
Peter Montalto	17	1705	727-2828
Dottie Richard	18	1819	727-6200
Daye Andrews	19	1915	727-2200
Chris Adams	20	2000	727-2200
Chuck Hanko	21	2133	727-7775

Saltonstall Building

Bob Bisazza	1-9	605	626-2174
Frank Marcella	10	1002	727-3578
Open	11	---	-----
John Boll	12	1210	727-3597
Kevin Leary	13	1305	727-3201
Open	14	---	-----
Andrew Grossman	15	1500	727-4732
Bette Russo	16	1611	727-4015
Ron Minervini	17	1704	727-7147
Steve Carvalho	18	1803	727-7004
Peter Burke	19	1901	727-1614
Joe Pelczarski	20	2000	727-9530
George Porter	21	2103	727-3020
Bill Suplee	22	2200	727-3300

Courtesy Phone Locations

If you call an emergency number from one of these phones listed below, identify the phone location number so emergency personnel can locate you more quickly.

Location

State House

- (1) Basement Handicap doors area by Ashburton Park
- (2) Annex side first floor next to fire panel under the arch
- (3) 2nd floor Great Hall of Flags next to the payphone
- (4) 3rd floor near room 337
- (5) Main Entrance desk (Gen. Hooker Hall)
- (6) Gardner Auditorium lobby area
- (7) Bowdoin St. East Wing 1st floor room 74
- (8) Conference Room A1 1st floor
- (9) 1st floor Hallway across from room 183

McCormack Building

- (11) Main Lobby - by the escalators
- (11a) Main Lobby parking garage elevators
- (12) 12th floor elevator area
- (13) 21st floor conference room area
- (14) Cafe Conference room

McCormack Garage

- (21) 1st level entrance
- (22) 2nd level elevator lobby
- (22a) 3rd level elevator lobby
- (23) 4th level on the column across from the elevator

Saltonstall Building

- (31) Main Lobby at desk
- (32) 2nd floor next to the conference rooms
- (33) 14th floor across from the pay phones

Saltonstall Garage

- (41) Ground level near entrance to the lobby
- (42) Saltonstall and McCormack drive thru

SCHEDULE OF FIRE ALARM TESTS AND DRILLS

The Bureau is continuing fire alarm drills and tests. For your convenience, we are providing the following schedule of dates and times. We will notify customers prior to each drill and will broadcast public announcements during both the drills and tests. We ask for your continued participation in these precautionary measures.

STATE HOUSE

TEST	Saturday	August 17, 1996	7:00 A.M.
TEST	Saturday	September 21, 1996	7:00 A.M.

MCCORMACK

DRILL	Wednesday	August 28, 1996	3:00 P.M.
TEST	Thursday	August 29, 1996	7:00 A.M.
DRILL	Wednesday	September 25, 1996	3:00 P.M.
TEST	Thursday	September 26, 1996	7:00 A.M.

SALTONSTALL

DRILL	Tuesday	August 27, 1996	3:00 P.M.
TEST	Wednesday	August 28, 1996	7:00 A.M.
DRILL	Tuesday	September 24, 1996	3:00 P.M.
TEST	Wednesday	September 25, 1996	7:00 A.M.

HURLEY

TEST	Thursday	August 29, 1996	1:00 P.M.
TEST	Thursday	September 26, 1996	1:00 P.M.

LINDEMANN

TEST	Thursday	August 29, 1996	10:00 A.M.
TEST	Thursday	September 26, 1996	10:00 A.M.

NASHUA STREET

TEST	Thursday	August 29, 1996	8:30 A.M.
TEST	Thursday	September 26, 1996	8:30 A.M.

MASSACHUSETTS STATE SENATE

All telephone numbers begin with 722-

All addresses are State House, Boston MA 02133

SENATOR	ROOM	PHONE	SENATOR	ROOM	PHONE
Pres. THOMAS F. BIRMINGHAM	332	1500	MONTIGNY, MARK	413D	1440
Maj. Leader THOMAS NORTON	333	1114	MOORE, RICHARD	518	1420
Minority Leader BRIAN P. LEES	308	1291	MORRISSEY, MICHAEL	213B	1494
			MURRAY, THERESE	511C	1330
AMORELLO, MATTHEW	314	1485	O'BRIEN, JOHN	416A	1612
ANTONIONI, ROBERT	109E	1230	PACHECO, MARC	413B	1551
BERNSTEIN, ROBERT	218	1544	PINES, LOIS	504	1639
BERRY, FREDRICK	109B	1410	RAUSCHENBACH, HENRI	315	1570
CLANCY, EDWARD, JR.	410	1350	ROSENBERG, STANLEY	212	1481
CREEDON, MICHAEL	413C	1200	SHANNON, CHARLES	421	1578
DURAND, ROBERT	109C	1120	SWIFT, JANE	323	1625
HAVERN, ROBERT	513	1432	TARR, BRUCE	507	1600
HEDLUND, ROBERT	413E	1646	TISEI, RICHARD	313	1206
HICKS, LUCILE	413F	1572	TOLMAN, WARREN	424	1280
JACQUES, CHERYL	312D	1555	TRAVAGLINI, ROBERT	511B	1634
JAJUGA, JAMES	216	1604	WALSH, MARIAN	405	1348
KEATING, WILLIAM	213C	1222	WETMORE, ROBERT	312C	1540
KNAPIK, MICHAEL	309	1415	WHITE, PAUL	109D	1643
LEAHY, DANIEL	416B	1640	WILKERSON, DIANNE	312H	1673
LYNCH, STEPHEN	520	1150			
MAGNANI, DAVID	413A	1640			
MELCONIAN, LINDA	320	1660			

To correct or update Please contact
George Young @OSB@BSB 727-1100 Aug 96

STATE HOUSE GENERAL DIRECTORY

Agency	Room	Phone
ADMINISTRATION AND FINANCE	373	727-2040
AUDITOR'S OFFICE	230	727-2075
BARTLETT HALL	2ND FLOOR	
BLACK CAUCUS	127	722-2680
BOOKSTORE	116	727-2834
BUDGET BUREAU	272	727-2081
BUILDING MANAGER'S OFFICE	115	727-6223
BUREAU OF STATE OFFICE BUILDINGS	10	727-1100
CHILDREN'S CAUCUS	527	722-2116
COFFEE SHOP	4TH FLOOR	722-1215
DORIC DAMES	2ND FLOOR	
DORIC HALL	2ND FLOOR	
GARDNER AUDITORIUM	BASEMENT-EAST SIDE	
GAVEL TO GAVEL	6	
GLOBE	465	722-2495
GOVERNOR'S CHIEF SECRETARY OFFICE	280	727-5787
GOVERNOR'S CONSTIT. SERVICES	111	727-6250
GOVERNOR'S COUNCIL	484	727-2756
GOVERNOR'S COUNCIL-EXECUTIVE	184	727-2795
GOVERNOR'S LEGAL OFFICE	271	727-2065
GOVERNOR'S OFFICE	360	727-3600
GOVERNOR'S PRESS	265	727-2759
GREAT HALL	2ND FLOOR	
HALL OF FLAGS	2ND FLOOR	
HEARING ROOM A-1, A-2	1ST FLOOR	
HEARING ROOM B-1, B-2	BASEMENT LEVEL	
HERALD	465	722-4295
HOUSE LOBBY	3RD FLOOR	722-2000
HOUSE CLERK	145	722-2356
HOUSE GALLERY	4TH FLOOR-WEST SIDE	
HOUSE WAYS & MEANS COMMITTEE	237	722-2380
INFORMATION		727-7030
LEGISLATIVE DOCUMENT ROOM	428	722-2860
LIBRARY	341	727-2590
LOADING DOCK		727-6223
LT. GOVERNOR'S OFFICE	360	727-9173
NEWS SERVICE	4TH FLOOR	367-4030
NURSES HALL	2ND FLOOR	
POST OFFICE	2	742-7277
PRESS CONFERENCE ROOM	157	722-2435
PARK RANGERS	5	722-1188
SECRETARY OF STATE	337	727-9180
SENATE CHAMBER	3RD FLOOR	722-1455
SENATE CLERK	335	722-1276
SENATE GALLERY	4TH FLOOR	
SENATE PRESIDENT'S OFFICE	322	722-1500
SENATE WAYS & MEANS COMMITTEE	212	722-1481
SPEAKER OF THE HOUSE	356	722-2500
SUPERINTENDENT'S OFFICE	10	727-1100
TOURS & INFORMATION	DORIC HALL	727-3676
TREASURER & RECEIVER GENERAL	227	367-6900
VETERAN'S ORGANIZATION	546	727-2966
WAYS & MEANS - HOUSE	237	722-2380
WAYS & MEANS - SENATE	212	722-1481
WOMEN'S CAUCUS	48	722-2266

MASSACHUSETTS HOUSE OF REPRESENTATIVES PHONE DIRECTORY

Name	Room	Centrex (722)
Speaker of the House		
Finneran, Thomas	356	2500
Majority Leader		
Nagle, William	343	2600
Minority Leader		
Teague, Edward III	124	2100
Angelo, Steven	42	2370
Barsom, Valerie	489	2017
Bellotti, Michael	473F	2210
Binienda, John	167	2692
Bosley, Daniel	427	2120
Brenton, Marianne	549B	2488
Brett, James	236	2430
Brewer, Stephen	43	2030
Broadhurst, Arthur	138	2396
Businger, John	467	2915
Cabral, Antonio	254	2220
Cahill, Michael	473F	2210
Cahir, Thomas	443	2460
Canavan, Christine	279	2470
Caron, Paul	473B	2230
Casey, Paul	167	2692
Chandler, Harriette	167	2692
Chesky, Evelyn	33	2060
Ciampa, Vincent	472	2120
Cleven, Carol	167	2692
Cohen, David	34	2320
Colt, James	26	2080
Connolly, Edward	167	2692
Coon, Gary	124	2100
Corbitt, Samuel	156	2256
Correia, Robert	122	2810
Cousins, Frank	146	2575
Creedon, Geraldine	36	2552
Cresta, Brian	443	2460
Cuomo, Donna Fournier	541B	2487
DeFilippi, Walter	549	2489
DeLeo, Robert	20	2410
Demakis, Paul	443	2460
Dempsey, Brian	26	2080
DiMasi, Salvatore	481	2255
DiPaola, James	254	2220

Name	Room	Centrex(722)
Donnelly, David	443	2460
Donovan, Carol	134	2400
Evans, Nancy	541B	2976
Fagan, James	166	2900
Fennell, Robert	473B	2230
Fitzgerald, Kevin	128	2250
Flaherty, Charles	367	2888
Flavin, Nancy	236	2430
Fox, Gloria	167	2692
Galvin, William	238	2380
Gardner, Barbara	370	2300
Garry, Colleen	473G	2070
Gately, David	156	2235
Gauch, Ronald	540	2090
Giglio, Anthony	172	2305
Glodis, William Jr.	26	2080
Goguen, Emile	134	2400
Golden, Thomas	42	2370
Gomes, Shirley	33	2060
Gray, Barbara	473F	2210
Greene, William	166	2900
Guerriero, Patrick	237	2305
Hahn, Cele	43	2030
Haley, Paul	243	2990
Hall, Geoffrey	237	2305
Hargraves, Robert	473G	2070
Harkins, Lida	478	2263
Hawke, Robert	548	2802
Herren, Albert	540	2090
Hodgkins, Christopher	166	2900
Honan, Kevin	162	2040
Hyland, Barbara	130	2130
Hynes, Frank	467	2210
Iannuccillo, Paul	448	2582
Jehlen, Patricia	275	2676
Jones, Bradley	443	2460
Kafka, Louis	237	2305
Kaprielian, Rachel	40	2240
Kaufman, Jay	43	2030
Keenan, Daniel	236	2430

IMPORTANT! (722) telephone exchange only when calling from outside the House of Representatives. When calling from House phone, please dial 2 then the four-digit extension. George Young @osb@bsb 7-1100
printed: 07/31/96

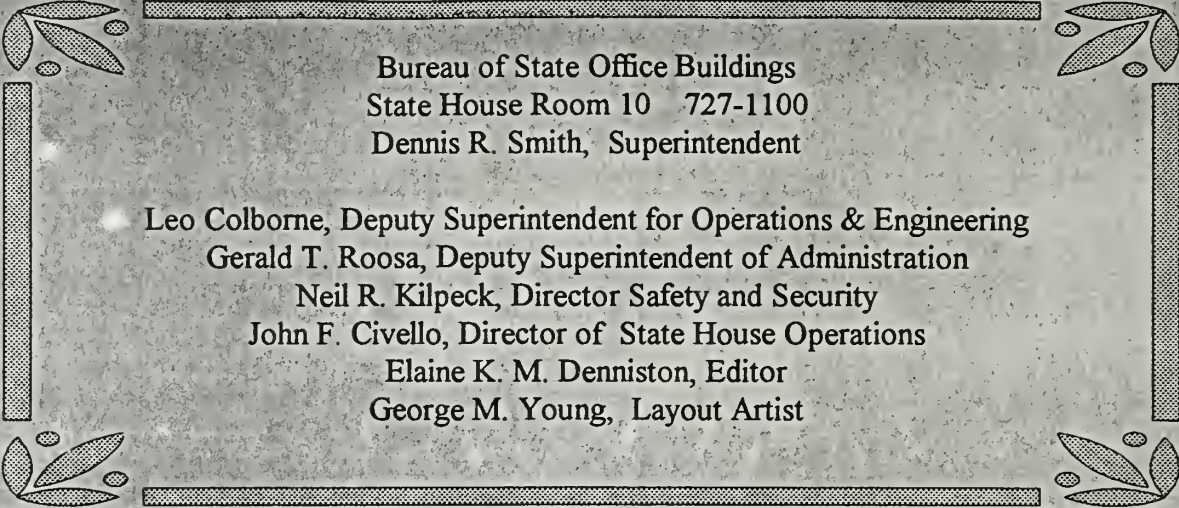
MASSACHUSETTS HOUSE OF REPRESENTATIVES

PHONE DIRECTORY

Name	Room	Centrex (722)	Name	Room	Centrex(722)
Kelly, Shaun	473B	2230	Petersen, Douglas	473F	2210
Kennedy, Thomas	36	2552	Peterson, George	443	2460
Kerans, Sally	167	2692	Petrolati, Thomas	138	2396
Khan, Kay	22	2140	Poirier, Kevin	549A	2491
Klimm, John	146	2575	Quinn, John	540	2090
Koczera, Robert	43	2030			
Kollios, Paul	22	2140	Reinstein, William	167	2692
Kraus, Robert	489	2017	Resor, Pamela	33	2060
Kujawski, Paul	443	2460	Richie, Charlotte Golar	38	2470
Kulik, Stephen	134	2400	Rodrigues, Michael	146	2575
			Rogeness, Mary	237	2305
Landers, Patrick III	236	2430	Rogers, John	146	2575
Lane, Harold	473B	2230	Ruane, Michael	277	2010
Larkin, Peter	166	2900	Rushing, Byron	254	2220
LeLacheur, Edward	450	2582			
Lepper, John	443	2460	Scaccia, Angelo	146	2575
Lewis, Jacqueline	124	2100	Scibelli, Anthony	238	2380
Lewis, Maryanne	156	2256	Serra, Emanuel	155	2883
Locke, John	146	2575	Simmons, Mary Jane	448	2582
			Slattery, John	472	2120
Mandile, Anthony	146	2575	Sprague, Jo Ann	237	2305
Manning, Joseph	238	2380	Stanley, Harriett	167	2692
Mariano, Ronald	33	2060	Stefanini, John	130	2130
Marini, Francis	540	2090	Stoddart, Douglas	138	2396
Marzilli, James	236	2430	Story, Ellen	167	2692
McDonough, John	130	2130	Straus, William	39	2240
McGee, Thomas	167	2692	Sullivan, Joseph	472	2120
McIntyre, Joseph	162	2040	Swan, Benjamin	138	2396
McManus, William	448	2582			
Menard, Joan	39	2240	Teagan, Linda	540	2090
Merrigan, John	236	2430	Thompson, Alvin	170	2783
Miceli, James	167	2692	Tobin, Stephen	138	2396
Murphy, Dennis	540	2090	Tolman, Steven	146	2575
Murray, Mary Jeanette	134	2400	Toomey, Timothy	254	2220
			Travis, Philip	42	2370
Naughton, Harold	26	2080	Turkington, Eric	33	2060
			Valianti, Daniel	540	2090
O'Brien, Janet	134	2400	Vallee, James	138	2396
Owens-Hicks, Shirley	473G	2070	Verga, Anthony	33	2060
			Voke, Richard	238	2380
Panagiotakos, Steven	39	2240	Wagner, Joseph	443	2460
Parente, Marie	134	2400	Walrath, Patricia	275	2676
Paulsen, Anne	22	2140	Whitney, Ronald	146	2575
Pedone, Vincent	34	2320			
Peters, David	124	2100			

IMPORTANT! (722) telephone exchange only when calling from outside the House of Representatives. When calling from House phone, please dial 2 then the four-digit extension. George Young @osb@bsb 7-1100
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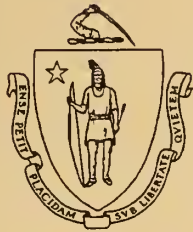


Bureau of State Office Buildings
State House Room 10 727-1100
Dennis R. Smith, Superintendent

Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald T. Roosa, Deputy Superintendent of Administration
Neil R. Kilpeck, Director Safety and Security
John F. Civello, Director of State House Operations
Elaine K. M. Denniston, Editor
George M. Young, Layout Artist

Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124

Mailing Label



GOVERNMENT DOCUMENTS
COLLECTION

Government Center Newsletter

University of Massachusetts
Depository Copy

Vol 3 Issue 5

Bureau of State Office Buildings

October 1996



GOVERNMENT CENTER SECURITY PROJECT

All employees in the McCormack and Saltonstall Buildings are being scheduled for photos for their ID badges. The process, which began in September, should be completed in early November. Images of 4,000 employees in 40 different agencies are now being recorded in our Security Office located next to the McCormack Cafeteria.

Agency liaisons are being contacted to schedule their employees for badging. In order to stay on this time-line, it is essential that when an agency is scheduled for badging, all employees report on their assigned days. Scheduling problems will be inevitable, so check with your agency liaison if you cannot report on the assigned days.

The card access readers on the handicapped doors, the card access turnstiles and the x-ray and metal detector units should be installed and operational by December 1st.



SIGN REPLACEMENT

The Bureau is taking another look at the way it designs and posts signs. Through the cooperation of the Registry of Motor Vehicles, the Bureau now has the capability to make new easy-to-read signs for use in the buildings. Jennifer Bean is responsible for identifying areas where signs need to be replaced due to inaccuracies, inconsistent sign materials, or just old age. If you walk by a sign every day, and wonder "Why is that (ugly) (inaccurate) (obsolete) (unnecessary) sign still there?", please contact Jennifer Bean@OSB@BSB or call her at 727-1100 so she can add it to her list. Eventually all poor signage will be replaced.



STATE HOUSE FIRE EVACUATION DRILL

For the first time ever recorded, the State House took part in a full scale fire evacuation drill. The drill held on Friday, September 13th, was conducted in cooperation with the Bureau of State Office Buildings, the Park Rangers and the Boston

Fire Department. All offices were evacuated by Evacuation Leaders assigned to each area of the building. Just before the alarm was pulled, a sudden downpour occurred, making it necessary to alter the evacuation routes. All Park Rangers and Evacuation Leaders responded properly and the "All Clear" was sounded just 10 minutes and 20 seconds after the alarm was pulled. Although the time could be improved, it was a fantastic effort considering all the circumstances involved. Our thanks again to all who cooperated and participated.



HANDICAPPED ACCESS IMPROVEMENTS IN THE STATE HOUSE

The project to upgrade the State House so that it complies with the American with Disabilities Act is about to be put out to bid. When this project, estimated to cost over two million dollars, is completed, there will be new bathroom facilities in the East and West Wings, new ramps and chair lifts to various rooms and public meeting areas, handicapped accessible seating in the public auditoriums and galleries, site improvements, better interior/exterior signage, assistive listening devices and other improvements that will make our State House more easily accessible to disabled people who wish to enter.



GENERAL HOOKER RIDES AGAIN !

Repairs to the pedestal are now complete and the statue of General Joseph Hooker is finally back where it belongs - 20 feet above the ground in front of the East Wing of the State House. Masons finished pouring a new core and resetting 22 granite stones during Labor Day week. On Wednesday, September 11, riggers from Shaughnessey Company, under the supervision of Fine Arts Express President Larry Doherty, lifted the 5 ton bronze horse-and-rider to the top of the plinth. Finish work, including cleaning and repointing the stones, was conducted over the following weeks (as weather permitted). Later in the fall, conservators will inspect the statue for scratches or abrasion incurred during its trip to the sidewalk and back, and conduct any necessary maintenance treatment. By the time you read this, the plaza will have been re-opened to pedestrians. Take a moment to say "Hi!" to the General.

Susan Greendyke Lachevre
Art Collections Manager



CIVIL WAR FLAG PROJECT

The conservators working on the Civil War Flag Display Project continue to make great strides. Two of the glass panels in the Hall of Flags have been removed and replaced with Plexiglas to allow front access to the display closets, rather than entry through the doors in the hallway. The conservators will now evaluate various display options to present to the Flag Committee who will determine the most appropriate display. The benefit of the front access Plexiglas doors is that the conservators can actually see what these various displays will look like from inside the Hall of Flags.

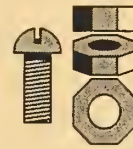
In the interim, the removable Plexiglas panels will be painted black to allow for the display of transparencies now being displayed behind the original glass in the other panels. Thus, the Hall of Flags will continue to look as normal as possible while this important project continues.



HANDICAPPED PARKING

Please note that the Handicapped Parking spaces located on the First level of the Saltonstall have been painted blue and are only for vehicles with a valid Bureau Permit and HP identification. Vehicles without proper documentation will be towed.

CONTRACTOR WORK PERMITS



It is the policy of the Bureau of State Office Buildings that any agency wishing to modify or renovate office space must notify the Bureau and receive written approval to proceed through a "Contractor Work Permit". The Bureau must receive the Contractor Work Permit at least two weeks prior to beginning any such project. It is the responsibility of the agency having the work done to provide a copy of the approved Contractor Work Permit to each contractor hired to do the work listed in the permit. Any contractor attempting to bring in materials or to perform any work and fails to produce an approved copy of the Contractor Work Permit will be denied access to the loading dock and Bureau facilities.

A contractor entering Bureau facilities or delivering materials to Bureau facilities who gains access to the building by any means without a valid Contractor Work Permit shall be considered trespassing and will be immediately removed from the premises and prohibited from doing business in any Bureau facility for a period to be determined by the Superintendent.

Everyone doing construction work in Bureau facilities should be identified as a contractor by a Contractor ID Badge.

Employees should question anyone doing construction work who does not wear a uniform or display a badge. Report any concerns to Neil R. Kilpeck@OSB@BSB or call him at (617) 727-1100.

NAME CHANGES

Since the beginning of the new fiscal year, several departments have had name changes. Some of the major changes are:

Information Technology Division (ITD)
formerly
Office of Management Information Systems
(OMIS)

Operational Services Department (OSD)
formerly
Department of Procurement and General
Services (DPGS)

Human Resource Department (HRD)
formerly
Department of Personnel Administration
(DPA)

DIRECTORY CORRECTIONS

Since June, when the last directories of the McCormack and Saltonstall Buildings were printed, there have been many changes in agency names and locations. Please check the directories in this issue and if you note the need for additions, changes or corrections, please contact George Young@OSB@BSB or call 727-1100.

EMERGENCY NUMBERS

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /McC. & Salt.	727-4100
Director of State House Operations	727-6223

STORAGE SPACE

Many agencies and their staff complain about too little space for employees yet have much valuable space loaded with file cabinets containing dead storage. A possible solution for these issues is using the services of the State Record Center Facility. This facility, a part of the Massachusetts Archives at Columbia Point in Dorchester, provides safe, secure and economical storage for inactive state agency files in a fire-resistant concrete building with state-of-the-art fire and burglar alarms, sprinklers, and other fire prevention devices. There is a small fee of \$1.50 per box annually to defray the costs of providing destruction and records management services to state agencies. This fee includes storage, delivery/pick up, retrieval, destruction notices and management reports such as file/box tracking and destruction notification. Agency personnel are welcome to visit and tour the facility.

For more information, contact the Director of the Facility, Anthony DeSantis@OSS@MIS.GUESTS or call him at (617) 727-2470.

DAILY BULLETIN

Remember to check our Daily Bulletin for up to the minute news from the Bureau. Send items for the Bulletin to Jennifer Bean@OSB@BSB or call her at (617) 727-1100.

EVENTS



The Holiday season is almost upon us, which means State House function space is being reserved for holiday events at a rapid rate. If you are interested in booking function space in the State House during the holidays or at any other time of year, please contact Jennifer Bean at (617) 727-1100 for an application and more information. Please note that applications for daytime events held by state entities must be submitted at least two weeks in advance, and evening applications must be submitted at least thirty days before the scheduled event. In addition, all events must be sponsored by an Agency Head, Constitutional Officer, or Legislator who must also sign the application.



FARMERS' MARKET

The Saltonstall Farmers' Market is still going strong, with pumpkins, potatoes, and several varieties of winter squash coming into season. It will continue its regular hours - 11 a.m. to 5 p.m. every Thursday through at least November 21st.

The City Hall Plaza Farmers' Market will be open on Monday and Wednesday from 11 a.m. to 6 p.m. through October.

For more information on the Farmers' Markets throughout the Commonwealth, please contact Anneli Johnson at 727-3018 ext. 175.

If you are interested in picking apples, a listing of U-Pick Orchards is available in the lobby of the Saltonstall Building.



GOVERNMENT CENTER BEAUTIFICATION PROJECT

The Bureau, continuing its goal of beautifying the interior and exterior of its facilities in Government Center, has installed flower barrels and a new layer of stones on the flagpole island adjacent to the McCormack Building. In addition the Bureau has planted mums supplied by the Department of Corrections throughout the State House grounds, and placed Boston ferns and peace lilies at the Main Entrance of the State House.

The Bureau welcomes any input regarding these new additions, as well as suggestions to further improve the appearance of Government Center.

THE BUREAU ON THE WEB

To better serve our Government Center Complex customers and Internet users, the Bureau of State Office Buildings is now on World Wide Web under the Commonwealth website titled MAGNet. For starters, the following menus are available: Directories for Government Center, including those of the Senate, House of Representatives, McCormack Building, Saltonstall Building and the State House, and the Government Center Newsletter.

Additional menus will be added at a later date. Please E-Mail George.Young@OSB@BSB or call 727-1100 with any suggestions.

For more information about the MAGNet see the August edition of the Government Center Newsletter.

RESTROOM SECURITY

Bureau staff continue to try to improve security for state employees working in Bureau facilities. Periodically, people who have no business with the state find their way into Bureau restrooms. While we have an obligation to provide comfort stations to the general public, we also have an obligation to provide clean, comfortable restrooms for our regular customers: employees. One way for us to prevent employee restrooms from being misused is to install combination locks. If you believe a combination lock could help solve a problem in your area, contact Neil Kilpeck@OSB@BSB or call him at 727-1100.

SALTONSTALL ELEVATOR PROBLEMS

The elevators in the Saltonstall Building, due to their age, cause more problems than those in other Bureau facilities. In January, after a number of incidents, Bureau staff met with the elevator contractor, Payne Elevator, to try to make improvements. Payne made several recommendations including installing emergency telephones, redirecting the alarm bells and installing electric-eye door stops. While these improvements did decrease the number of problems, we continue to hear of incidents long after they occur. Please contact Elizabeth Hemond@OSB@BSB or call her at 727-4100 with elevator problems, noting the building, car number, and floor as soon as possible after they occur. When you know of an entrapment, call 727-1000 immediately! We have gone into great detail to establish systems to solve problems promptly. Sometimes a major problem is caused by someone putting on the emergency stop unnecessarily. The sooner we know of a problem, the easier it is for us to determine the cause and solve it.

STAINED GLASS REPAIR IN THE HALL OF FLAGS

Memorial Hall, also called the Hall of Flags, has been without its beautiful stained glass ceiling window since the beginning of the original State House renovation project - about ten years.

The protective canvas that was placed there has now been removed for a final evaluation of the ceiling before the Conservators undertake the meticulous job of replacing the stained glass that was stored so long ago. With luck the project will be completed within a year.

NEW VENDORS

The Massachusetts Commission for the Blind licenses private vendors, who must be legally blind, to operate concessions in state and federal facilities throughout the Commonwealth. Two new vendors have just begun operations in Bureau facilities. These vendors are private businessmen or businesswomen, who, like any other business operators must hire help, purchase inventories, market their products, and hopefully, after all their expenses are paid, turn a profit. Your patronage of their facility allows them and their family members to earn a livelihood.

New vendors, Mario Bianci and his son Charlie, have assumed the management of the coffee shop in the McCormack Building, and Fred LaFleur is the new operator of the State House Coffee Shop.

Any suggestions employees may have regarding the best way Mario and Fred can meet the needs of their customers would be most appreciated by Bureau staff. Comments may be sent directly to Superintendent Dennis R. Smith, Room 10, State House, Boston, MA 02133 (617) 727-1100 or by E-Mail to Dennis.R.Smith@OSB@BSB.



NEWS FROM

THE A&R FOOD SERVICE AT THE METRO GRILL - 14TH FLOOR SALTONSTALL

Now that the vast majority of major work is completed at the Ashburton Cafe (McCormack), we are doing extensive work at the Metro Grill (Saltonstall).

We have completed repainting the dining area and dressing up the tables as well as generally tidying up the dining area. We have plans to replace chairs and expand our trash and recycling centers and are looking into repairing and/or replacing the smoke eaters. We have completed the work in the kitchen, enabling us to offer a greater variety of luncheon entrees, such as chicken fingers, wings, etc. In fact our char-grilled chicken kabob - low in fat and cholesterol - has become a popular item.

Please bear with us as we complete our renovations, expected to be finished by the end of October. Any questions or comments about the Metro Grill please call Richie at 248-8633 or drop a line in our suggestion box located on the message wall.

Our customer appreciation day at the Metro Grill was a huge success! We will have a repeat Customer Appreciation Day at both the Metro Grill and Ashburton Cafe during the holiday season.

Don't forget to book your next function for catered food with us. We will deliver to your office and/or conference area, or we can accommodate you in our new function room at the Ashburton Cafe (McCormack Building). Please call Tony at 248-3957 to place your reservations.



AGENCY IN THE THE SPOTLIGHT: ENVIRONMENTAL AFFAIRS

The Featured Agency this month is the Executive Office of Environmental Affairs whose Secretary, Trudy Coxe, can point out her Secretariat's successes in its oversight of land, water, air and other issues that affect all of us.

Clean State Initiative - Massachusetts is one of a few states to have a Clean State Initiative. It is hard to tell the private sector to clean up its act when the Government does not. With the Clean State Initiative, the Commonwealth is held to the same environmental standards as private industry.

The Clean State Initiative came from Governor Weld's assertion that state agencies needed to do a better job of developing and implementing policies supportive of a clean environment. All state agencies have a role in this initiative and will soon be recognized in the Annual Report Card. The Bureau is a proud supporter of this initiative.

Recycling - Another way to preserve the resources of the earth is to recycle. Although the Commonwealth is making strides to increase its recycling efforts and Massachusetts is one of the top 7 states for recycling, we need to do even more recycling. Last year the Bureau of State Office Buildings recycled 325 tons of paper, including 40 - 50 tons of cardboard. This recycling saved the costs of disposing of the paper that was recycled. Recycling is a job creating issue for Massachusetts!

“IF YOU CARE ABOUT JOBS, YOU SHOULD BE RECYCLING. IF YOU CARE ABOUT THE ENVIRONMENT YOU SHOULD BE RECYCLING EVEN MORE.”

Water - Massachusetts contains 27 water basins - a very large bio-regional neighborhood connected by waterways. These water basins have multiple uses - recreational as well as economic. Under Secretary Coxe's tenure, the Watershed Initiative was launched. This initiative has a goal of making the waterways in Massachusetts clean enough so people can use them for swimming and fishing.

Secretary Coxe is also proud of the Rivers Bill which protects 9,000 miles of river in the Commonwealth and prohibits building within 200 feet of the river bed.

Air - Air pollution has been a very serious public health issue facing the nation. The Harvard School of Public Health determined that 750,000 people have worsening health because of the pollutants in the air. Therefore more aggressive means of cleaning the air must be developed. The Executive Office of Environmental Affairs is working with utility companies to decrease the amount of pollutants that are emitted into the air. The utility companies have been cooperative and deserve credit for the measures they have taken. However, a major source of air pollution is automobiles. The goal for the car of the future is to have zero emissions. Most likely these vehicles will be electric. Auto manufacturers are working to develop vehicles that will run about 375 miles on a single charge. An experimental electric car is garaged in the Saltonstall Building.

Land - Secretary Coxe is justly proud of her accomplishments in preserving land. There had been (and still is) a concern that the Commonwealth was losing dairy farms, the oldest farming culture in Massachusetts and the northeast. To stem the loss of dairy farms and other open space, the Agricultural Preservation Program was developed to purchase the development rights to a piece of land so that once the property is no longer farmed it becomes open space. Under the terms of the restriction, the land is never developed. Approximately 70,000 acres in the Commonwealth have been acquired or preserved in the last six years under the land management programs.

EXPEDITION OUTREACH

On August 1, 1996, Expedition Outreach, a group of adventurers from New England, returned from the Bolivian Andes of South America. Team leader Michael Coyne, a Massachusetts State Trooper stationed at the McCormack Building, and Michael Daly, an engineer at Raytheon, rode a luge from an altitude of 17,200 feet down Mount Chacaltayas's glacier. According to the United States Luge Association, this was the highest altitude luge run in history, and is being sent to the Guinness Book for official recognition as a world record. Teammate Jim Raymond, a Staff Sergeant in the National Guard, rode a snow board alongside Coyne and Daly as they caromed down the mountain in the luge.

While in Bolivia, Michael Daly and Jim Raymond climbed to the summit of the highest mountain in the Cordillera Real, Nevado Illimani, at 21,277 feet. Michael and Christine Coyne completed a technical ice climbing traverse of Illimani's South West glacier and explored its ice caves.

STATE OFFICE BUILDINGS WELCOMES NEW STATE POLICE COMMANDER

The team will educate people about a new strain of the AIDS virus, Subtype E, through a documentary filmed during their descent. This virus is more virulent to the heterosexual community. The message that the team wants to convey is that AIDS does not discriminate.

Expedition Outreach raised \$3,000 for the AIDS action Committee of Massachusetts, New England's oldest and largest AIDS service organization. They also educated over 50,000 people in New England about this new strain.

For more information about AIDS Subtype E, call the AIDS Action Committee at (617) 450-6200. To help support Expedition Outreach's documentary to educate our children, call them directly at (617) 783-0861.



COMEC CAMPAIGN

On October 2, 1996, the gala kickoff of the COMEC Campaign was held in the Great Hall of the State House with special guest former Boston Bruin Cam Neely. This campaign is a way of assisting those who are less fortunate. Soon you will be receiving information from your COMEC representative. In the meantime, think of the worthy causes you would like to support.

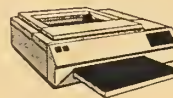
The Bureau supports all efforts to make the COMEC Campaign a big success.

The Government Center Complex has a new State Police Commander stationed at the McCormack Building, room 106. Sergeant Larry Murray will be working closely with Bureau personnel to ensure that the safety and security of the State Office Buildings continues at a high level.

Among Sgt. Murray's duties will be maintaining strict parking controls around the McCormack and Saltonstall Buildings to ensure public safety and a smooth traffic flow.

Please join us in welcoming Sgt. Murray to the Government Center Complex.

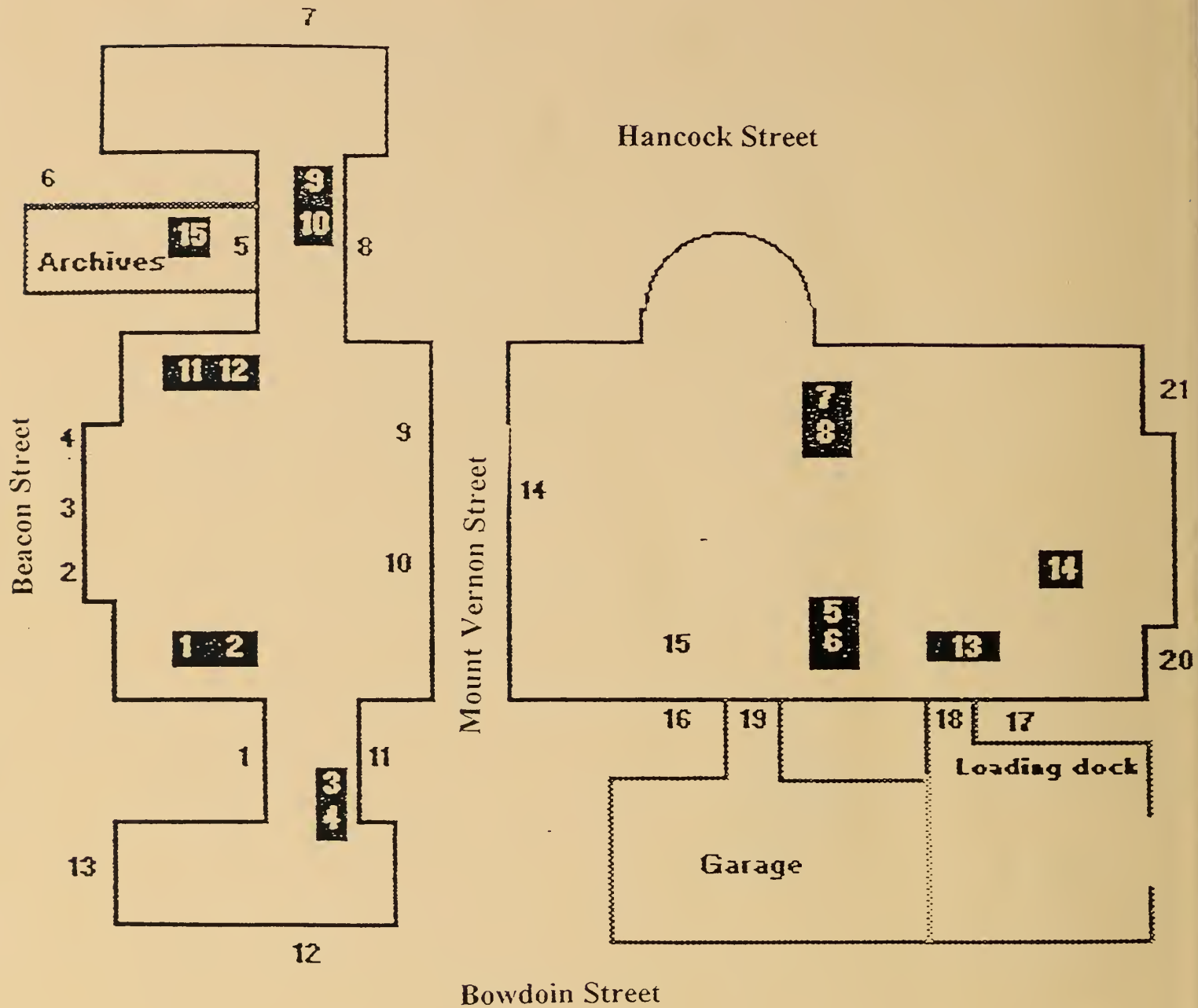
STATE POLICE - GOVERNMENT CENTER 727-2917



ITEMS FOR THE NEWSLETTER

If your agency has news items you wish to share with the Government Center Community through the Newsletter, send them to Elaine Denniston@OSB@BSB or call her at (617) 727-1100.

STATE HOUSE DOOR AND ELEVATOR LOCATIONS



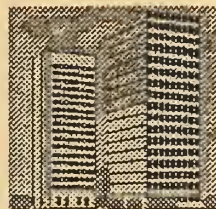
Door Locations 1 - 21

Elevator Locations

1 - 15

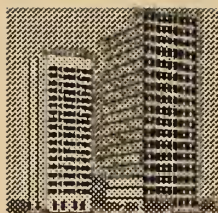
Please post and distribute this map which indicates the locations of the doors and elevators in the State House. It could be very helpful in an emergency or for identifying the door that a person should use in a non-emergency

Saltonstall Directory



AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
ABCC	2204	727-3040	Energy Facilities Siting Board	1304	727-1136
Adjutant General	1000	727-2964	Energy Resources	1500	727- 473
Alcohol . Bev. Con. Comm.	2204	727-3040	Environmental Affairs, Exec. Office of	2000	727-9800
Appellate Tax Board	1010	727-3100	Coastal Zone Management	2000	727-9530
Apprentice Training	1107	727-3486	Dept. Environmental Management	1905	727-3180
A & R Food Services	1400	248-8635	Div. of Forest and Parks	1905	727-3180
Asbestos/ Lead Licensing, Div. of	1106	727-7047	Div. Fisheries & Wildlife	1902	727-3151
Auditor	1103	727-8638	Div. Marine Fisheries	1901	727-3193
Banks, Division of	2004	727-3145	Hazardous Waste	2000	727-9800
BSB	GAR.	727-4100	Gov. Highway Safety Bureau	2104	727-5074
3d. of Conciliation & Arbitration	1105	727-3466	Gov. Comm. on Mental Retardation	1103A	727-0517
Bureau of State Office Buildings	GAR.	727-4100	Housing & Community Dev., Dept. of	1405	727-6930
Central Mail Room	100	626-3680	International Trade	1302	367-1830
Committee on Criminal Justice	2100	727-6300	Labor Relations	1604	727-3505
Department of Corrections	2200	727-3300	Loading Dock	102	727-3044
DEM	1905	727-3180	Lottery Claims	104	248-0360
Dept. Environmental Management	1905	727-3180	Low Level Radioactive Waste	903	727-6018
Dept. of Food & Agriculture	2103	727-3000	Minority & Women's Bus. Assistance	1303	727-8692
Dept. of Housing & Community Dev.	1804	727-7765	MOITI	1302	367-1830
Div. Community Service	1803	727-7001	MOTT	1300	727-3260
Div. Private Housing	1804	727-7824	Office Of Programming	1611	727-4105
Div. Pub. Housing/Rental Assistnce	1703	727-7130	Public Emp. Retirement/Workrs Comp.	1601	727-3437
Div. Neighborhood Services	1803	727-7004	Public Utilities, Dept. of	1200	727-3500
Dept. of Public Utilities	1200	727-3500	Recycling Program	103	727-9253
Dept. of Revenue	200	887-6367	Revenue, Dept. of	200	887-6367
Designer Selection Board	1610	727-4046	Resources Conservation	1405	727-1552
Dispute Resolution, Office of	1005	727-2224	Sentencing Commission	902	742-6867
Div. of Admin. Law Appeals	904	727-7060	SOMWBA	1303	727-8692
Division of Banks	2004	727-3145	Standards - Lab	110	727-3480
Div. Cap. Plan. & Op. - R. E. Mgmt	1611	727-8090	State Data Center (MISER)	1103	727-4537
Div. Fisheries, Wildlife & Law Enforce	1901	727-1614	State Office Buildings	GAR.	727-4100
Div. Occupational Safety	1107	727-3452	Telecommunications	811	727-8627
Asbestos & Lead Licensing, Div. of	1106	727-7047	Toxic Use Reduction. Tech Assistance	2109	727-3260
Div. of Regis. & Licensing	1520	727-3074	Travel & Tourism	1300	727-3201
DOLI (Now Div. Occ. Safety)	1107	727-3452	Veteran's Services	1002	727-3578
			Victim Witness Assistance Board	1104	727-5200

Note: For Additions, Changes Or Corrections, Contact George Young@Osba@Bsb Or Call 727-1100. Revised October, 1996



McCormack Directory

AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
Affirmative Action, Office	213	727-7441	Higher Education, Board of	1401	727-7785
Architectural Access Board	1310	727-0660	HRD	203	727-3555
A & R Food Services	PLAZA	248-3957	Human Resources Division	203	727-3555
Attorney General's Office	2000	727-2200	Affirmative Action	213	727-7441
Civil Rights Division	1915	727-2200	Employee Relations	1002	727-5403
Criminal Division	1810	727-2200	Examination Administration	303	727-3777
Environmental Division	1915	727-2200	Personnel Administration	203	727-3777
Auditor	1819	727-6200	Indian Affairs, Commission of	1004	727-6394
Bid Room	416	727-4003	Information Technology Division	801	727-5072
Boxing Commission	1301	727-3200	Inspector General	1311	727-9140
Board Of Building Reg. & Standards	1301	727-3200	ITD	801	973-0700
Bureau Of State Office Bldgs.	107	727-4100	Labor & Workforce Dev., Dept. of	1400	727-6573
Bureau Of Special Investigations	503	727-6950	Joint Labor Management Cmte.	610	727-9690
Business Development Office	2101	727-3206	MassJobs Council	2111	727-7944
Campaign & Political Finance	411	727-8352	MCAD (Discrimination)	601	727-3990
Capital Planning & Oper. (DCPO)	1500	727-4050	OER See HRD	1002	727-5403
CBO	1602	727-8181	OMIS See ITD	801	973-0700
Central Business Office	1602	727-8181	Off. Of Emp. Rel. See HRD-OER	1002	727-5403
Central Mail Room	PLAZA	727-2909	Operational Services Division	1017	727-7500
Central Reprographics	PLAZA	727-7500	PERA	1101	727-9380
Charter Schools	1403	727-0075	Personnel See HRD	203	727-3555
Child Care Center	105	727-4802	Probation, Suffolk Superior Court	413	725-8251
Children, Office For	1111	727-8900	Public Employee Retirement Adm.	1101	727-9380
Civil Service Commission	211	727-2293	Public Safety, Exec. Office of	2133	727-7775
COMEC	307	727-1119	Public Safety, Department of	1301	727-3200
Commission Against Discrimination	601	727-3990	Bd. of Building Reg. & Standards	1301	727-3200
Comptroller, Office of the	900	727-5000	Boxing Commission	1301	727-3200
Conference Rooms (To Reserve)	21st Fl.	727-4100	Public Safety Commissioner	1301	727-3200
Consumer Affairs & Business Regulation	1411	727-7755	Underground Storage	1310	727-3200
DCPO	1505	727-4050	Racing Commission	1313	727-2851
Disability, Office On	1305	727-7440	Retirement Board	1219	367-7770
Division of Capital Planning & Operations	1505	727-4050	Secretary Of State		
Leasing	1610	727-8000	Central Register	2A	727-2831
Division of Standards	1115	727-3480	Citizen Information	1611	727-7030
DPA See Human Resources Div.	207	727-3555	Commercial Code	1710	727-2860
Economic Development, Dept. of	2101	727-8380	Corporations	1710	727-2853
Education (Board of Higher Education)	1401	727-7785	Elections	1705	727-2828
Elder Affairs, Executive Office of	500	727-7750	Goods & Services Bulletin	2A	727-2831
Examination Administration, HRD	303	727-3777	Public Records	1719	727-2832
Employee Relations, HRD	1002	727-5403	Securities	1701	727-3548
Ethics Commission	619	727-0060	Trademarks	1711	727-8329
Governor's Alliance Against Drugs	611	727-0786	State Police	106	727-2917
Governor's Auto Theft Strike Force	105	727-0220	Suffolk Superior Court Probation	413	725-8251
Governor's Education Advisor	1405	727-7785	Treasurer	1200	367-3900
Health & Human Serv., Exec. Off.	1109	727-7600	Underground Storage	1310	727-3200

Note: For Additions, Corrections or Changes Contact George Young@OSB@BSB or call 727-1100 Revised October, 1996

CONFERENCE ROOMS AVAILABLE FOR STATE AGENCY USE
IN GOVERNMENT CENTER AREA

LOCATION	CONTACT PERSON	TELEPHONE NUMBER	FLOOR & ROOM	CAPACITY
METRO-BOSTON AREA				
McCormack Building Bureau of State Buildings One Ashburton Place Boston, MA 02108	Elizabeth Hemond (a:osb@a:bsb or Joanne DeGregorio (a:osb@a:bsb	617-727-4100	21st Floor Rooms 1, 2, and 3	Each with the capacity of about 50 people. The rooms may be combined to provide for larger meetings of 100-150 people. A pull down screen and LAN hub are available in Room 1, also a TV and satellite hookup. HP ACCESSIBLE
Saltonstall Building 100 Cambridge Street Boston, MA 02122	Elizabeth Hemond (a:osb@a:bsb or Joanne DeGregorio (a:osb@a:bsb	617-727-4100	Rooms 206 - 40 207 - 40 208 - 40 1108 - 25	Each with the capacity of about 40 people. Room 1108 with capacity of about 25 people. HP ACCESSIBLE
Department of Revenue Training - 6th Floor 100 Cambridge Street Boston, MA 02108	Maria Walkes	617-626-3440	Room 608B	Room holds up to 50 people. HP ACCESSIBLE
Gardner Auditorium State House Boston, MA 02133	Jennifer Bean (a:osb@a:bsb	617-727-1100	Basement level of State House	Auditorium has capacity of 500 people. HP ACCESSIBLE
Minihan Hall, 6th Floor C.F. Hurley Building 19 Staniford Street Boston, MA 02214	Peggy Campbell	617-626-6700	6th Floor Lecture Style Hall	Minihan Hall has capacity of 100 people. HP ACCESSIBLE
Dept. of Employment & Training C.F. Hurley Building 19 Staniford Street Boston, MA 02214	Training Office	617-626-5250	Room 413	Training room has capacity of 100. HP ACCESSIBLE
Group Insurance Commission 19 Staniford Street Boston, MA 02214	Florence Lyon	617-727-2310 x3009	4th Floor Conference Room	Conference room holds up to 30 people. HP ACCESSIBLE

PLEASE NOTE:

1. Many of the above facilities request one month advance request.
2. Some facilities may have rental fees for microphones.
3. Changes or additions to this list may be made by calling Maureen Manning, Operational Services Division at (617-727-7500x270) or via E-Mail Maureen Manning@a:dps@a:osd.

Bureau of State Office Buildings
State House Room 10 (617) 727-1100
Dennis R. Smith, Superintendent

Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald T. Roosa, Deputy Superintendent of Administration
Neil R. Kilpeck, Director Safety and Security
John F. Civello, Director of State House Operations
Elaine K. M. Denniston, Editor
George M. Young, Layout Artist

Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124

Mailing Label

MAY 12 1997



Government Center Newsletter

University of Massachusetts
Depository Copy

Vol 3 Issue 5

Bureau of State Office Buildings

December 1996



ANNUAL TREE LIGHTING SET

The Annual Holiday Open House and Christmas Tree Lighting Ceremony has been scheduled for Thursday, December 5, 1996. The ceremony will begin at 4:30 PM with music and caroling. At 5:30 Governor William F. Weld will light the official State Holiday Tree. After the tree-lighting, guests, state employees and their families are invited inside for hot cocoa and cookies. The program will conclude at 6:30 PM. All are welcome.

The Plymouth High School Band, Shepherd Regional High School Band, and the Ipswich and Lawrence High School Choirs will be among those performing at this year's ceremony.



NEW STATE HOUSE DIRECTOR

Neil Kilpeck, who has served as Special Assistant to the Superintendent and Director of Security is now the Director of State House Operations. Neil is familiar with every facet of operations in the other buildings and will now, in

addition to overseeing the everyday operations at the State House, also manage events. The Bureau has daily events scheduled by government agencies and legislators as well as evening events scheduled by non-profits, businesses, and individuals.

Neil is a graduate of Suffolk University and worked in the private sector for UPS before coming to the Bureau more than three years ago. As Director of State House Operations he manages the major contracts with Johnson Controls for building maintenance and Capitol for cleaning.



HIGH-RISE SECURITY PROJECT

Security ID badging is moving right along, with all agencies in McCormack completed. Employees in the McCormack building who have not had their picture taken for a building access card should contact their Bureau liaison or Agency Head. Bureau staff members Randy Cabral, Phil Fisher, George Young, and Tammy Del Torto expect to complete Saltonstall photos sooner since fewer employees work in Saltonstall.

In the coming weeks the Bureau will install a metal detector and x-ray machine in each lobby. All visitors to the two buildings will use this equipment. Employees, however, will enter the high-rise buildings through a turnstile which will be unlocked by your ID card.

The Bureau would like to thank everyone for their cooperation thus far. While it has been a time consuming project it will go far in increasing the safety and security for all employees.

SENIOR VOLUNTEERS

The senior volunteer program has experienced continuing success in the McCormack and Saltonstall buildings and in the State House. Mary, Josephine, Irene, Harold, Marion, or Barbara, are here each day at one of the three information desks ready to explain where you need to go and how to get there. It is because of their knowledge and courtesy that this program has been so well received for the last two years.

On November 14, 1994, the Bureau, with cooperation and guidance from the Executive Office of Elder Affairs, introduced the senior volunteer program as an experiment to see if an information desk would be a benefit to employees and visitors of Government Center. Since that time our first senior volunteers, Mary Leoney, Josephine Henry, and Irene Edwards, along with our more recent arrivals to the program, Harold Terrell, who began this past January, and Marion Phillips and Barbara Culbreath, who began in early March, have helped thousands and thousands of people find their way around Government Center. We would like to give our warmest thanks to the senior volunteers for all they have done for the employees and visitors of Government Center.



HOLIDAY SAFETY REMINDER

The Bureau would like to remind Agency Heads that only artificial trees and fire-proof Christmas decorations are allowed in the State House, McCormack and Saltonstall Buildings. Natural wreaths and Christmas trees present a fire hazard and are prohibited in interior areas, and all Christmas lights must be shut off after people have left the office for the day.

Thank you in advance for your cooperation in assuring that we all have a safe Holiday season.

EMERGENCY NUMBERS

Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /McC. & Salt.	727-4100
Director of State House Operations	727-6223

ELEVATOR NOTICES

Please note that all the elevators in the McCormack and Saltonstall Buildings now contain instructions on what to do if you find yourself trapped in the elevator. Please note these instructions and follow them for the most expeditious way to bring help should an entrapment occur. Three employees of Payne Elevator, our contractor, are on site during business hours to maintain our elevators.



NEW DIRECTORS OF SECURITY AND STATE POLICE

Sgt. Kerry McHugh is the new commander of the State Police in Government Center. As commander of the Troopers based in the first floor of the McCormack Building, Sgt. McHugh has responsibility for emergency response, investigations, parking, and traffic in the Government Center area. Lt. Brian Greeley, a familiar face from the Executive Office of Public Safety, oversees local operations from the South Boston Station. Questions related to State Police operations can be directed to Sgt. McHugh at 727-2917 or under his e-mail listing.

Randy Cabral is now the Director of Security in Government Center. Randy works closely with the State Police and all building liaisons to assure the safety of Bureau Customers. As Assistant Director Randy was involved in the planning for the new security systems and has managed the program to ID state employees. The new systems are currently being installed and should be operational soon.



CONTRACTOR WORK PERMITS

Any State Agency located in the State House, McCormack Building, Saltonstall Building, Hurley Building or Lindemann Building intending to renovate, modify, expand or move its office must notify the Bureau of State Office Buildings and receive prior approval through the Contractor Work Permit. This form is available at the Bureau's Operations Office (Room 107 in the McCormack

Building) the Superintendent's Office (Room 10, State House) and the State House Manager's Office (Room 115, State House). The completed form - including the work scheduled to be done and the names of all Contractors - must be submitted to the Bureau at least two weeks before the work is scheduled to begin.

Most building work is subject to Prevailing Wage Rates (minimum wage rates) established by the Department of Labor and Workforce Development (formerly the Department of Labor and Industries). Agencies must provide any contractor with a schedule of these wage rates when bids are solicited. Contact the Department of Labor and Workforce Development at (727-3593) to obtain more information and the simple one page request form for these wage rate schedules for your project.

All contracts for work that your Agency enters must comply with existing procurement laws and regulations. Before proceeding with any solicitations for work, please consult your agency procurement coordinator.

SEASONS



GREETINGS

**FROM
THE
GOVERNMENT CENTER
NEWSLETTER
STAFF**

DORIC DAMES

The Doric Dames are the tour guides at the State House. Fifty active members conduct tours and about 150 associated members support the activities of the organization and attend historical trips. Unlike many states which hire and pay tour guides, our Dames are volunteers. Before their formation, the Capitol Police conducted tours of the State House. In the late 1960's, Jessie Sargent, the First Lady at the time, founded the Doric Dames to guide tourists. Currently, Doric Dames are trained to lead tours under the supervision of the office of the Secretary of State.

At the annual re-orientation, (which is about the only time that all the Doric Dames are in one place) the Dames re-new their friendships over lunch and attend a program with speakers. Their annual re-orientation, held mid-September, is a way for all the members of the organization to get together. This re-orientation, in addition to the "Doric Dame's Column" - a newsletter distributed 3 times a year to all Active and Associated Dames - and regular additions to the training and updated material, keep all Dames well informed about events in the State House. This year's re-orientation, held in September, included a lovely lunch and greetings from Secretary of the Commonwealth William F. Galvin, Mary Rinehart, Director of State House Tours, Robert Severy of the Dorchester Historical Society, Mary Bicknell of the Massachusetts State Library, and reports from Jennifer Bean and Susan Greendyke Lachevre on the Bureau of State Office Buildings Flag Project.

COMEC



COMEC - Commonwealth of Massachusetts Employees Campaign - is planned, organized and run by state employees for state employees. Retired Bruins' superstar Cam Neely was the special guest at the 1996 COMEC kickoff held in the Great Hall of the State House before a large, enthusiastic audience. Charles D. Baker, Secretary of Administration and Finance and Chair of the '96 COMEC campaign, welcomed Neely, Cabinet Secretaries, Agency Heads, members of the Judiciary and Legislature, local campaign committee members, keypersons and representatives of beneficiary agencies. Also on the program at the kickoff event were: James Wells, Associate Vice Chancellor for Equal Opportunity, UMASS Medical Center; Marsha Collins, Treasurer, MCI Norfolk and Anthony J. Caso, Executive Director of American Federation of State, County and Municipal Employees, Council 93.

The COMEC brochure lists more than 2,000 agencies to which you can designate your charitable dollar. It's not too late to make your pledge; submit your pledge card to your agency keyperson. If you wish an acknowledgment for your COMEC gift, just write your name and address and check the box on the pledge card requesting an acknowledgment. COMEC thanks you for your support.

HOLIDAY MAILING TIPS

The U. S. Postal Service delivers to more addresses during the holiday season than anyone - with the possible exception of Santa. So, like Santa, the State House Post Office (located in the sub-basement of the State House at door 20) is preparing for its busiest season. The window clerks are all ready to help their customers handle the holidays. Window clerk Bob McLean tells mailers to tell the clerks 3 important things:

- (1) When the package needs to get there
- (2) Whether the package needs insurance
- (3) Whether proof of delivery is required

Other tips to sending mail and packages on time are:

Proper packaging

1. Use filament tape to seal packages.
2. Protect gifts with bubble wrap, balled newspaper or popped popcorn.
3. Make sure packages do not rattle (or write "Rattle - OK" on the package).
4. Make sure that the only writing on the outside of the box is the to and from addresses.
5. Include a return address inside the package.

Correct addressing

1. Print addresses neatly, using smudge proof ink, on one side only.
2. Capitalize everything, using plain block letters.

3. Omit all punctuation except the hyphen in the ZIP+4 code.
4. Always include the correct directional: eg. N, W, SW, etc. and AVE, BLVD, etc.
5. When there is both a PO Box and a street address, put the location where you want the mail to be delivered on the line immediately above the City, State and ZIP code line and make sure the ZIP code corresponds to the address.
6. Never guess at a zip code. If in doubt, call 742-7277 or your local post office for assistance.

Mailing as early as possible

1. The best way to ensure your packages will be delivered on time, is by not mailing them out at the last minute, or by sending items by the faster (and costlier) priority mail or express mail.

Do You Have Some News to Share?

If you have any item of general interest or would like to spread the word on one of your agency's upcoming events or programs, we would be glad to include it in our next newsletter. Send your article to Elaine Denniston in Room 10 of the State House, or E-Mail Elaine.Denniston@OBS@BSB.



Bureau of State Office Buildings
State House Room 10 727-1100
Dennis R. Smith, Superintendent

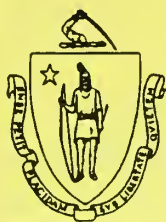
Leo Colborne, Deputy Superintendent for Operations & Engineering
Gerald T. Roosa, Deputy Superintendent of Administration
Randal Cabral, Director Safety and Security
Neil R. Kilpeck, Director of State House Operations
Elaine K. M. Denniston, Editor
George M. Young, Layout Artist

The Government Center Newsletter is a bi-monthly publication of the
Bureau of State Office Buildings. For timely information regarding
happenings in Bureau facilities, read the Daily Bulletin; if you would like to
be added to the mailing list, please call Jennifer Bean.



Bureau of State Office Buildings
State House Room 10
Boston, MA 02133-1124

Mailing Label



Government Center Newsletter

GOVERNMENT DOCUMENTS
COLLECTION



MAY 14 1997

Vol 4 Issue 1

Bureau of State Office Buildings March 1997

University of Massachusetts

Depository Copy



FLAGS FOR THE GREAT HALL

The Massachusetts State House is one of the main tourist attractions in Boston. Each year thousands of people visit its halls. One of the areas that attracts a great deal of attention is the Great Hall. The Great Hall, which used to be open space, was built up from the basement and topped with a glass dome in 1990. This room is used regularly by public officials and private organizations for functions and meetings. Flagpoles for the city and town flags of all 351 cities and towns in the Commonwealth of Massachusetts line the walls. Every city and town is unique with its own origin, business, and history - often depicted on the flag. To date, the flags of 238 cities and towns line the walls. However, there are still 113 empty flagpoles.

These flags are of interest to many State House visitors who may have roots in one or more of the cities or towns from an-ancestor, from a connection with a current or former resident or from friends still living there. We would like these visitors to be able to see your flag and share information about every Massachusetts community. Bureau staff invites visitors to come to the State House to find the flag(s) of interest to you. There is a directory listing the name and location of each flag that is on display in the Great Hall. If a flag you want to see is missing, it is likely that representatives of that community have not yet submitted it.

We understand that officials in some cities and towns have concerns about the cost of preparing a flag for this project. However, local groups, such as the Chambers of Commerce, often want to be involved and will help defray the costs. We encourage readers to contact their city or town officials to become involved with this project. We have empty flagpoles waiting for missing flags!

To assist you in your search, a list of all cities and towns that have not submitted a flag appears on the next page.

For information about the specifications for flags, and any other information, please contact Jennifer Bean@OSB@BSB or call her at (617) 727-1100.



Lawmakers from the town of Bellingham present Bellingham's Flag to be added to those in the Great Hall. Pictured are Rep. Marie J. Parente, Sen. Richard T. Moore, former Rep. Daniel J. Ranieri, Rep. James E. Vallee and Superintendent of the Bureau of State Office Buildings Dennis R. Smith.

CITY AND TOWN FLAGS TO BE SUBMITTED

Achushnet	Middlefield
Acton	Middleton
Adams	Lenox
Alford	Lincoln
Amherst	Montague
Ashfield	Monterey
Ashland	Mount Washington
Athol	Natick
Ayer	New Ashford
Barnstable	New Braintree
Berkley	New Marlborough
Berlin	New Salem
Boxborough	NORTH ADAMS
Boylston	North Reading
Brimfield	NORTHAMPTON
Carlisle	Northfield
Charlemont	Norwell
Chatham	Oak Bluffs
Cheshire	Otis
Chilmark	Pelham
Conway	Pepperell
Dedham	Peru
Deerfield	Petersham
Douglas	Phillipston
Dracut	PITTSFIELD
Dunstable	Plainfield
East Longmeadow	Plympton
Eastham	Princeton
Edgartown	Richmond
Egremont	Rockland
Florida	Salisbury
Gay Head	Sandwich
Gosnold	Savoy
Granville	Seekonk
Groton	Shelburne
Hadley	Sherborn
Harvard	Shirley
Hawley	Sterling
Hinsdale	Stockbridge
Hopedale	Stow
Hudson	Sunderland
Lanesborough	Sutton
Marshfield	Swansea
Medfield	Templeton

Tolland	West Springfield
Townsend	West Stockbridge
Truro	Westhampton
Tyringham	Whately
Wales	Wilbraham
Ware	Williamsburg
Warwick	Williamstown
Webster	Winchester
Wellfleet	Windsor
Wendell	Worthington
Wenham	Wrentham

Legend: CITY Town



STATE HOUSE NEWS

Pigeon Control Project: Birdmaster, Inc. recently completed the State House Pigeon Control Project. Birdmaster re-net the balconies on the east and west sides of the building and the spaces under the arch. To date, Birdmaster's efforts have been successful in removing pigeons from problem areas. The Bureau will continue to monitor the rest of the State House to make sure they do not find new favorite places to roost.

Main Entrance Doors: Recently, the Bureau repaired the main doors at the entrance overlooking Ashburton Park. Because of the age of the doors and the amount of damage inside, the repairs took longer than initially anticipated. The Bureau also added inner airlock doors to this entrance.

GENERAL INFORMATION ABOUT MCCORMACK AND SALTONSTALL ACCESS

Building access card readers, an x-ray machine and a metal detector will be activated in the McCormack and Saltonstall Buildings soon. This measure will change the way employees and visitors access the buildings so the Bureau is providing the following information to make the transition easier for its customers.

LOBBY HOURS

The lobbies of the McCormack and Saltonstall will be open to the public Monday through Friday between 8:00 AM and 6:00 PM. On weekends they will be closed.

Only employees with valid building access cards will be able to enter the lobbies of the McCormack and Saltonstall Buildings before 8:00 AM and after 6:00 PM Monday to Friday. Access to the lobbies on weekends will be by building card access only. All other doors will be locked.

VISITOR POLICY

A visitor is anyone who does not work in either McCormack or Saltonstall on a full time basis or who has not been designated to be issued an ID by their agency head.

All visitors must use the lobby entrance and sign in before passing through the metal detector.

No visitor may enter beyond the lobby area before 8:00 AM or after 6:00 PM.

Visitors entering with packages, camera bags, etc., which they feel would be affected by the x-ray machine must open them for visual inspection by the guard.

GUARD COVERAGE

Between 7:00 AM and 7:00 PM, each building will have two guards assigned who will be responsible for operating the x-ray machine and the metal detector. A supervisor will be present Monday to Friday between the hours of 8:00 AM and 5:00 PM. This supervisor will oversee the guards in both buildings

and patrol garages and loading docks.

On weekends and holidays, there will be one guard for both buildings between the hours of 9:00 AM and 5:00 PM.

STATE HOUSE STAFF MAY NO LONGER USE THE MCCORMACK LOBBY TO ACCESS THE GARAGE WEEKDAYS BETWEEN 7:00 PM AND 7:00 AM OR ON WEEKENDS. THEY MUST CARRY THEIR GARAGE ACCESS CARD AND USE THE GARAGE PEDESTRIAN DOOR. THIS DOOR WILL NOW BE CARD ACCESS ONLY.

For the immediate future all plaza doors will be exit only. There are plans to put card readers on plaza doors for employee card access only. However, when these readers are installed, access times through the plaza will be strictly limited. Example: No weekend access through the plaza.

Employees who experience problems with their access card should notify the Director of Security, Randal P. Cabral, at 727-1100.

In addition to the security equipment in the McCormack Lobby, the Senior Volunteers who are presently in the corner of the McCormack Lobby near the garage elevator will be moved to a location closer to the front door. At this location, they will be more accessible to customers and visitors as they enter the McCormack Building.

As part of the increased security in the McCormack Building, there will be a State Police Trooper stationed in the McCormack Lobby between the hours of 7:00 AM and 5:00 PM. The Trooper will be located in the booth where the Senior Volunteers are currently located and will be immediately available in case of an emergency. These changes will increase assistance to customers and visitors to the McCormack Building and will also increase the security in this building.



WEAPONS POLICY

Only Federal, State, County and Municipal employees duly authorized to carry a weapon may do so while in the McCormack and Saltonstall Buildings. Those carrying weapons must present valid Agency identification before proceeding.

All other visitors are strictly prohibited from carrying any type of weapon while in the McCormack and Saltonstall Buildings. State Police will be called when a weapon is detected.

Please note: All inappropriate comments that could be perceived as compromising the safety and security of this State Office Building and it's occupants will be taken seriously and dealt with accordingly.

STAINED GLASS RESTORATION IN THE HALL OF FLAGS

In January, 1997, DCPO selected Serpentino Stained and Leaded Glass Co., Inc. of Needham to repair the stained glass ceilings in the Memorial Hall of Flags and the State Library. This project will require the artisans to examine, refurbish/replace the glass as necessary, repair the unstable plaster molds and wreath elements in the stained glass structures and reinstall the glass in the ceilings.

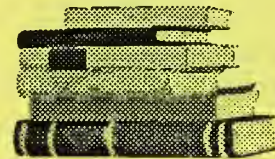
At present, nearly 90% of the stained glass of the Hall of Flags and all of the glass of the State House Library has been crated for removal to the artisan's studio in Needham. Soon Serpentino's crews will erect scaffolding to

remove the remaining glass in the Hall of Flags. This glass will also be crated and taken to the studio where the contractor will examine and refurbish/replace the glass.

Afterwards, the artisans will return the glass to the State House where it will be reinstalled into the repaired framework in the ceilings.

The project should be completed by the end of October, 1997. In the interim, scaffolding will be erected in the Hall of Flags, which unfortunately will make the Hall of Flags unavailable.

When this project is completed, both the Memorial Hall of Flags and the State House Library will have beautiful stained glass ceilings restored to their previous splendor.



STATE LIBRARY NEWS

The State Library located on the third and fourth floor of the State House is undergoing physical and personnel changes. (See article on the Stained Glass Restoration Project.) Now, after nearly 40 years of dedicated service to the Commonwealth of Massachusetts, State Librarian Gasper (Gus) Caso has retired.

Stephen A. Fulchino, the new State Librarian is scheduled to start on February 26, 1997. Mr. Fulchino, a resident of Everett, brings 23 years of library experience to the position. Since 1990 he has been the Director of the Swampscott Public Library. Previously, he worked at the Medford Public Library, first as a cataloguer and then as the Assistant Librarian.

All state employees are eligible to be issued State Library Cards. The State Library is open Monday to Friday from 9:00 AM to 5:00 PM.



STATE HOUSE PROJECT TO HONOR THE CONTRIBUTIONS OF WOMEN

Two years ago, after seeing a public television program on women's suffrage, it struck former Senator Robert D. Wetmore of Barre, how many of the early pioneers of the suffrage movement were from Massachusetts and how few women are honored in the extensive and historic art collection at our most important state building. In 1994 Senator Wetmore introduced a bill to create a Select Senate Committee to determine ways to honor women for their contributions to the Commonwealth. Over the next year, a 27 member Advisory Committee of historians, educators, community leaders, and interested citizens developed criteria and chose to honor six women. Each of these women had affected public policy or legislation in a significant, lasting way and from whose work we still benefit today, and whose examples would especially serve to inspire the more than 30,000 students from Massachusetts who visit the State House each year.

The six honorees are **Dorothea Dix** (1802-1887), advocate for the mentally ill, nurse and health care reformer; **Florence Hope Luscomb** (1887-1985), early executive of the League of Women Voters, candidate for political office and peace activist; **Mary Kenney O'Sullivan** (1864- 1943), union organizer and advocate of legislation protecting women and children in the workplace; **Sarah Parker Remond** (1826-1894), anti-slavery activist and public speaker in the United States and in Europe; **Josephine St. Pierre Ruffin** (1842-1924), desegregationist and leader of the African American Women's Club Movement (which provided a range of services to people shut out of institutions and denied services); and **Lucy Stone** (1818-1893), noted suffragist, equal rights crusader, and editor of the widely-read *Woman's Journal*. Each of these women was a private citizen who was determined to make a difference

despite obstacles of race, gender, or inability to vote and hold public office.

The Advisory Committee recommended that the women be honored by: 1) a mural prominently located at the State House, 2) individual portraits to be placed in the State House, and 3) educational materials, including an interpretive brochure for the mural, an educational booklet for public libraries, and classroom materials for Massachusetts schools. Last year the Legislature, in a strong showing of bipartisan support, voted to support the project by appropriating \$118,000 in a special matching funds grant earmarked for the Massachusetts Cultural Council. The Senate Committee asked the Massachusetts Foundation for the Humanities (MFH), a private, public education organization which receives federal, state and private support to implement the project and help raise the required matching funds that will enable the project to be completed.

Today, the MFH has undertaken this project with great enthusiasm. The MFH appointed a Steering Committee which includes representatives from the State Legislature, State Art Commission, Doric Dames, Massachusetts Cultural Council, Massachusetts Foundation for the Humanities, and members of the original Advisory Committee. Soon, MFH will appoint an Art Selection Panel of artists, historians, curators and Doric Dames to begin the careful process of commissioning artists. The Humanities Foundation (in collaboration with numerous community organizations) has begun planning programs, events and projects to bring the spirit of the *Project* to local schools and communities, and is also actively raising funds from a variety of sources. Later in the year, the Foundation will begin to develop the educational materials for the project. To date, over 40 organizations have endorsed the Project which is expected to be completed in two years. To help guide the Project to completion, Senator Wetmore, although retired, remains actively involved in fundraising and former Senator Lucile Hicks of Wayland has recently joined the Board of Directors of MFH. For more information or Project materials, please call MFH at (617) 451-9021.

Contributed by Bonnie Smith, MFH



ELEVATORS

Customers who use the Saltonstall elevators should know that when they depress the alarm button there is a 20 - 30 second delay before the operator can talk with them. Often the person who depressed the alarm will have left the elevator car by the time the operator comes on and the operator is talking to someone who has no idea why the alarm was pushed.

It would be very helpful if the person who pressed the alarm would call 727-1000 from the lobby phone or their office phone and let us know about the problem so we can send a mechanic to fix it. In that way no one else will experience the problem.

There are plans to modify the alarm button so that it will be more difficult to depress accidentally.

MINI VENDOR FAIR

Save the date!

On March 13, 1997, the vendors who were recently awarded the Statewide Contract for General Offset Printing Services #I 6500 will participate in a Mini Vendor Fair to be held on the 21st floor of the McCormack Building between the hours of 9:30 AM and 3:00 PM.

The Fair's sponsors - the Operational Services Division and the Procurement Management Team for Office Equipment Supplies and Services - are holding this event to introduce these vendors' products and services to state purchasers. The Fair promises to be an excellent opportunity for agencies and others using this contract to talk with vendors first hand about the various recycled papers available, learn about the many services provided under this new agreement and receive samples to take back to their offices.

Announcements will be posted on bulletin boards in the McCormack and Saltonstall Buildings closer to the date, but mark your calendars now to remind yourself to stop up for a visit.

RECYCLING NEWS



BUY RECYCLED VENDOR CONFERENCE A BIG SUCCESS

Over 250 purchasers, facility managers, financial officers, recycling coordinators and others joined some 65 vendors of recycled content and other environmentally preferable products at Massachusetts' second annual *Buy Recycled Vendor Fair and Conference*. The all day event, sponsored by the Operational Services Division, Executive Office of Environmental Affairs and Department of Environmental Protection is an effort to promote the use of environmental products among state agencies, colleges and universities, authorities and municipalities.

Administration and Finance Secretary Charles D. Baker and Environmental Affairs Secretary Trudy Coxé welcomed the participants who toured the exhibit hall and spoke with dozens of vendors who were promoting hundreds of environmentally friendly products such as recycled paper, energy efficient computers and copiers, environmentally preferable cleaners and degreasers, recycled plastic lumber and rubber flooring. Participants also attended a series of workshops on subjects such as *Buying Recycled Products for the Office*, *Writing Specifications and Buying Environmentally Preferable Products for Departments of Public Works*. Buy Recycled Awards were awarded to a number of agencies and municipalities. Similar awards will be made for Fiscal Year 1997 efforts.

For more information about the Buy Recycled Program, call Marcia Deegler at 727-7500 x356 or Eric Friedman at 727-7500 x351.

AGENCY IN THE SPOTLIGHT: THE CENTRAL BUSINESS OFFICE

The Central Business Office (CBO) is a group of approximately 40 dedicated professionals who handle the administrative and fiscal issues of the agencies within the Administration and Finance Secretariat. The CBO, a vision of ANF Secretary Charles Baker, was created as part of the reorganization package passed by the legislature effective July 1, 1996 to better serve the agencies within Administration and Finance. The concept of a Central Business Office is new to Massachusetts state government and requires a change in thinking since the CBO is centralizing and handling the administrative and fiscal functions of its customer agencies, permitting each agency to concentrate on its mission.

Mary Ann Myers, the Executive Director of the CBO, sees its mission as being dedicated to Customer Service by offering assistance to departments in the areas of human resources, payments and procurements, accounts receivable and chargeback billings, budget assistance, financial reporting, and technical support while increasing communications between Administration and Finance and the department.

CBO creators needed to know the impact of centralized business functions on the agencies in the long run, so they met with affected agency heads to ensure that departments were part of the decision process in developing CBO policy and procedures. Each department selected a liaison who worked with the agencies and their people to ensure that the impacted people would be able to offer input into the CBO. The CBO also is a conduit from the agencies to the Secretariat. To increase the flow of communication and share information and make sure that customer agencies have forums to share information of all sorts and in all directions, there are regular liaison meetings as well as regular meetings with oversight agencies to ensure necessary information is communicated

to departments. In addition, an advisory panel will be established. This advisory panel will consist of the higher level managers that meet with Secretary Baker of ANF, Department Heads and liaisons to the CBO from all the agencies it serves.

Currently, the CBO serves the following eleven agencies and their 800 employees:

- * Administrative Agency on Developmental Disabilities (ADD)
- * Division of Administrative Law Appeals (ALA)
- * Appellate Tax Board (ATB)
- * Fiscal Affairs Division (FAD)
- * Massachusetts Commission against Discrimination (MCAD)
- * Human Resource Division (HRD)
- * Administration and Finance (ANF)
- * Worker's Compensation Litigation (WCL)
- * Mass Office of Dispute Resolution (MODR)
- * Information Technology Division (ITD)
- * Office of Handicapped Affairs (OHA)
- * Operational Services Division (OSD)

CBO staff members are looking at all administrative functions of its customer agencies with the intention of decreasing duplicity, standardizing and automating services where possible, without a reduction in services. Its role is to ensure timely and professional reports, develop financial reports and address specific reporting needs, and simplify its customers' concerns by allowing them to focus on their agency mission without having to worry about the administrative and fiscal functions such as:

- * Human Resource Payroll
- * Budget Function (e.g.: assistance in preparing spending plans and transfers between subsidiaries, and financial reporting)
- * Payments and Procurements (e.g.: Service Contracts and Electronic Data Interchange (EDI))
- * Accounts receivables/Chargebacks (IE/IV), BARS and Interdepartmental billing
- * Technical Support (e.g.: LAN administration)

As the Executive Director Mary Ann Myers stated, "With centralized business functions, we try to find new ways to help agencies. The CBO does not succeed unless its customer agencies succeed."



NEWS FROM THE STATE POLICE

Over the past year, we have seen a reduction in the amount of reported crime in the State Office Buildings, due to the strengthened communications between the Massachusetts State Police and the Bureau of State Office Buildings, the Security efforts of the Bureau and the increased vigilance of employees. But your individual efforts of crime prevention make the greatest impact on keeping our workplace safe. Therefore:

- * Question strangers who enter your offices. This is your work environment and you have a right to know who is in your office!
- * Always lock up valuables in a safe, a locked file cabinet or a locked closet.
- * Do not leave your valuables unattended for even a few moments. This helps keep honest people honest.
- * Establish employee sign-out sheets when lending out valuable office equipment such as lap top computers. This will give the police a good starting point when trying to locate a missing item.
- * Contact the police as soon as a problem is discovered. This will help the police better serve you.
- * Report all crime that occurs in the State Office Buildings to the State Police. This information generates a police report which aids in a successful conclusion to an investigation, and may be needed for any insurance claims. In addition, reporting crime helps the State Police keep track of any crime trends that might occur in our workplace.

The Massachusetts State Police, your local Police Department while at work, is located at One Ashburton Place, Room 106 and can be reached at (617) 727-2917.

Contributed by Trooper Michael Coyne
State Police, Government Center



Emergency and 24 Hours	727-1000
Park Rangers	722-1188
State Police	727-2917
Bureau Administration	727-1100
Operations /Mc & Salt.	727-4100
State House Manager	727-6223



McCORMACK AND SALTONSTALL CONFERENCE ROOM APPLICATIONS

In an effort to better inform both the general public and Commonwealth employees of events occurring in our facilities, the Bureau will be expanding its future events section of the Daily Bulletin to include meetings held in Bureau Conference Rooms. The Bureau has revised its application form for booking conference rooms in the two high rise buildings by adding, among other things, an option for "Notice in Bulletin." Any agency that wants its meeting published in the Daily Bulletin should so note on the revised Application Form.

Please forward a copy of the revised Application Form to the employees in your agency who book conference rooms. Copies may be found at the Senior Volunteer desks in the McCormack and Saltonstall Lobbies, in Room 107 of the McCormack or by calling Joanne at 727-4100.

**BUREAU OF STATE OFFICE BUILDINGS
CONFERENCE ROOM APPLICATION**

Room 107, One Ashburton Place, Boston, MA 02108
(617) 727-4100 Fax (617) 727-2576

Date Needed: _____

Time Needed: _____

Number of Participants: _____

Agency: _____ Mailing Address: _____

Contact: _____ Phone: _____ Fax: _____

Is the General Public Invited: YES NO Daily Bulletin: YES NO

Circle Purpose: BOARD MEETING HEARING STAFF MEETING TRAINING OTHER

Topic/Explanation: _____

Circle Building and Room Preference:

McCORMACK:	1	SALTONSTALL:	206	209
	2		207	211
	3		208	1108

BSB

--

Room Set Up Specifications: _____

Refreshments Being Served: _____ Caterer: _____

(Requester's Name and Phone #)

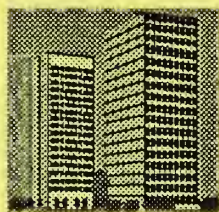
(Requester's Signature)

(Date)

BSB COMMENTS: _____

(Entered by)

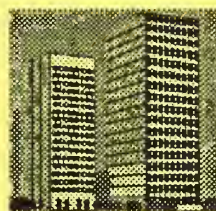
(Date)



McCormack Directory

AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
Affirmative Action, Office	213	727-7441	Human Resources Division	203	727-3555
Architectural Access Board	1310	727-0660	Affirmative Action	213	727-7441
A & R Food Services	PLAZA	248-3957	Employee Relations	1002	727-5403
Attorney General	2010	727-2200	Examination Administration	303	727-3777
Auditor	1819	727-6200	Personnel Administration	203	727-3777
Bid Room	416	727-4003	Indian Affairs, Commission of	1004	727-6394
Boxing Commission	1301	727-3200	Information Technology Division	801	727-5072
Board Of Building Reg. & Standards	1301	727-3200	Inspector General	1311	727-9140
Bureau Of State Office Bldgs.	107	727-4100	ITD	801	973-0700
Bureau Of Special Investigations	503	727-6950	Labor & Workforce Dev., Dept. of	1402	727-6573
Business Development Office	2101	727-3206	Joint Labor Management Cmte.	610	727-9690
Campaign & Political Finance	411	727-8352	MassJobs Council	2111	727-7944
Capital Planning & Oper. (DCPO)	1500	727-4050	MCAD (Discrimination)	601	727-3990
Central Business Office (CBO)	1602	727-8181	OER See HRD	1002	727-5403
Central Mail Room	801A	727-2909	OMIS See ITD	801	973-0700
Central Reprographics	PLAZA	727-7500	Off. Of Emp. Rel. See HRD-OER	1002	727-5403
Charter Schools	1403	727-0075	Operational Services Division	1017	727-7500
Child Care Center (OFC)	105	727-4802	PERAC	1101	727-9380
Children, Office For	1111	727-8900	Personnel See HRD	203	727-3555
Civil Service Commission	2100	727-2293	Probation, Suffolk Superior Court	413	725-8251
COMEC	307	727-1119	Public Emp. Retire. Adm. Comm.	1101	727-9380
Commission Against Discrimination(MCAD)	601	727-3990	Public Safety, Exec. Office of	2133	727-7775
Comptroller, Office of the	900	727-5000	Public Safety, Department of	1301	727-3200
Conference Rooms (To Reserve)	21st Fl.	727-4100	Bd. of Building Reg. & Standards	1301	727-3200
Consumer Affairs & Business Regulation	1411	727-7755	Boxing Commission	1301	727-3200
DCPO	1505	727-4050	Public Safety Commissioner	1301	727-3200
Disability, Office On	1305	727-7440	Underground Storage	1310	727-3200
Division of Capital Planning & Operations	1505	727-4050	Racing Commission	1313	727-2581
Division of Standards	1610	727-3480	Retirement Board	1219	367-7770
DPA See Human Resources Div.	207	727-3555	Secretary Of State		
Economic Development, Dept. of	2101	727-8380	Central Register	2A	727-2831
Education (Board of Higher Education)	1401	727-7785	Citizen Information	1611	727-7030
Elder Affairs, Executive Office of	517	727-7750	Commercial Code	1710	727-2860
Examination Administration, HRD	303	727-3777	Corporations	1710	727-2853
Employee Relations, HRD	1002	727-5403	Elections	1705	727-2828
Ethics Commission	619	727-0060	Goods & Services Bulletin	2A	727-2831
Governor's Alliance Against Drugs	611	727-0786	Public Records	1719	727-2832
Governor's Auto Theft Strike Force	105	727-0220	Securities	1701	727-3548
Governor's Education Advisor	1405	727-2339	Trademarks	1711	727-8329
Health & Human Serv., Exec. Off.	1109	727-7600	State Police	106	727-2917
Higher Education, Board of	1401	727-7785	Suffolk Superior Court Probation	413	725-8251
HRD	203	727-3555	Treasurer	1200	367-3900
			Underground Storage	1310	727-3200

Note: For Additions, Corrections or Changes Contact George Young@OSB@BSB or call 727-1100 Revised FEB 1997



Saltonstall Directory

AGENCY	ROOM	PHONE	AGENCY	ROOM	PHONE
ABCC	2204	727-3040	Energy Facilities Siting Board	1304	305-3525
Adjutant General	1000	727-2964	Energy Resources	1500	727-4732
Alcohol Beverage Con. Commision	2204	727-3040	Environmental Affairs, Exec. Office of	2000	727-9800
Appellate Tax Board	1010	727-3100	Coastal Zone Management	2000	727-9530
Apprentice Training	1107	727-3486	Dept. Environmental Management	1905	727-3180
A & R Food Services	1400	248-8635	Div. of Forest and Parks	1905	727-3180
Asbestos/ Lead Licensing, Div. of	1106	727-7047	Div. Fisheries & Wildlife	1902	727-3151
Auditor	1103	727-8638	Div. Marine Fisheries	1901	727-3193
Banks, Division of	2004	727-3145	Hazardous Waste	2000	727-9800
BSB	GAR.	727-4100	Gov. Highway Safety Bureau	2104	727-5074
Bd. of Conciliation & Arbitration	1105	727-3466	Housing & Community Dev., Dept. of	1804	727-7765
Bureau of State Office Buildings	GAR.	727-4100	International Trade	1302	367-1830
Central Mail Room	100	626-3680	Labor Relations	1604	727-3505
Committee on Criminal Justice	2100	727-6300	Loading Dock	102	727-3044
Department of Corrections	2200	727-3300	Lottery Claims	104	248-0360
DEM	1905	727-3180	Low Level Radioactive Waste	903	727-6018
Dept. Environmental Management	1905	727-3180	Minority & Women's Bus. Assistance	1303	727-8692
Dept. of Food & Agriculture	2103	727-3000	MOITI (International Trade)	1302	367-1830
Dept. of Housing & Community Dev.	1804	727-7765	MOTT (Trade & Tourism)	1305	727-3260
Div. Community Service	1803	727-7001	Office Of Programming	1611	727-4105
Div. Private Housing	1804	727-7824	Public Emp. Retirement/Workrs Comp.	1601	727-3437
Div. Pub. Housing/Rental Assistnce	1703	727-7130	Public Utilities, Dept. of	1200	727-3500
Div. Neighborhood Services	1803	727-7004	Recycling Program	103	727-9253
Dept. of Public Utilities	1200	305-3500	Revenue, Dept. of	200	626-3050
Dept. of Revenue	200	887-6367	Resources Conservation	1405	727-1552
Designer Selection Board	1610	727-4046	Sentencing Commission	902	742-6867
Dispute Resolution, Office of	1005	727-2224	SOMWBA	1303	727-8692
Div. of Admin. Law Appeals	904	727-7060	Standards - Lab	110	727-3480
Division of Banks	2004	727-3145	State Data Center (MISER)	1103	727-4537
Div. Cap. Plan. & Op. - R. E. Mgmt	1611	727-8090	State Office Buildings	GAR.	727-4100
Leasing	1611	727-8000	Telecommunications	811	305-3540
Div. Fisheries, Wildlife & Law Enforce	1901	727-3193	Toxic Use Reduction. Tech Assistance	2109	727-3260
Div. Occupational Safety	1107	727-3452	Travel & Tourism	1305	727-3201
Asbestos & Lead Licensing, Div. of	1106	727-7047	Veteran's Services	1002	727-3578
Div. of Regis. & Licensing	1520	727-3074	Victim Witness Assistance Board	1104	727-5200
DOLI (Now Div. Occ. Safety)	1107	727-3452	Workman's Comp.	1601	727-3437
DOR	200	626-3050			

Note: For Additions, Changes Or Corrections, Contact George Young@Osby@Bsb Or Call 727-1100. Revised FEB1997

HOUSE OF REPRESENTATIVES PHONE DIRECTORY

Name	Room	Centrex (722)	Name	Room	Centrex(722)
Speaker of the House			Finegold, Barry	436	2800 x7300
Finneran, Thomas	356	2500	Finnegan, Kevin	436	2800 x7300
Majority Leader			Fitzgerald, Kevin.....	128	2250
Nagle, William	343	2600	Flavin, Nancy	236	2430
Minority Leader			Fox, Gloria	167	2692
Peters, David.	124	2100	Frost, Paul	436	2800 x7300
 			Gallitano, Joseph	436	2800 x7300
Angelo Steven	42	2370	Galvin, William	238	2380
Bellotti, Michael	473F	2210	Gardner, Barbara	370	2300
Binienda, John	167	2692	Garry, Colleen	473G	2070
Bosley, Daniel	427	2120	Gately, David	156	2235
Broadhurst, Arthur	138	2396	Gauch, Ronald	540	2090
Businger, John	467	2915	George, Thomas	436	2800 x7300
Cabral, Antonio	254	2220	Giglio, Anthony	172	2305
Cahill, Michael	473F	2210	Glodis, Guy	436	2800 x7300
Cahir, Thomas	443	2460	Goguen, Emile	134	2400
Canavan, Christine	279	2470	Golden, Thomas	42	2370
Candaras, Gale	436	2800 x7300	Gomes, Shirley	33	2060
Caron, Paul	473B	2230	Greene, William	166	2900
Casey, Paul	167	2692	Guerriero, Patrick	237	2305
Chandler, Harriette	167	2692	Hahn, Cele	43	2030
Chesky, Evelyn	33	2060	Haley, Paul	243	2990
Ciampa, Vincent	472	2120	Hall, Geoffrey	237	2305
Clark, Forrester.....	436	2800	Hargraves, Robert ..	473G	2070
Cleven, Carol	167	2692	Harkins, Lida	478	2263
Cohen, David	34	2320	Hart, John	436	2800 x7300
Connolly, Edward	167	2692	Hodgkins, Christopher	166	2900
Correia, Robert	122	2810	Honan, Kevin	162	2040
Creedon, Geraldine.....	36	2552	Hyland, Barbara	130	2130
Cresta, Brian	443	2460	Hynes, Frank	467	2210
Cuomo, Donna Fournier ..	541B	2487	Iannuccillo, Paul	448	2582
DeFilippi, Walter	549	2489	Jehlen, Patricia	275	2676
DeLeo, Robert	20	2410	Jones, Bradley	443	2460
Demakis, Paul	443	2460	Joyce, Brian	436	2800 x7300
Dempsey, Brian	26	2080	Kafka, Louis	237	2305
DiMasi, Salvatore	481	2255	Kaprielian, Rachel	40	2240
Donnelly, David.....	443	2460	Kaufman, Jay	43	2030
Donovan, Carol	134	2400	Keenan, Daniel	236	2430
Fagan, James	166	2900	Kelly, Shaun	473B	2230
Fallon, Christopher	436	2800 x7300	Kennedy, Thomas	36	2552
Fennell, Robert	473B	2230	Khan, Kay	22	2140
			Klimm, John	146	2575
			Knuutilla, Brian	436	2800 x7300

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HOUSE OF REPRESENTATIVES PHONE DIRECTORY

Name	Room	Centrex (722)	Name	Room	Centrex(722)
Koczera, Robert	43	2030	Reinstein, William.....	167	2692
Koutoujian, Peter	436	2800 x7300	Resor, Pamela	33	2060
Kujawski, Paul	443	2460	Richie, Charlotte Golar....	38	2470
Kulik, Stephen	134	2400	Rodrigues, Michael.....	146.....	2575
Landers, Patrick III	236	2430	Rogeness, Mary	237	2305
Lane, Harold	473B	2230	Rogers, John	146	2575
Larkin, Peter	166	2900	Ruane, Michael	277	2010
LeDuc, Stephen	436	2800 x7300	Rushing, Byron	254	2220
LeLacheur, Edward	450	2582	Scaccia, Angelo	146	2575
Lepper, John	443	2460	Scibelli, Anthony	238	2380
Lewis, Jacqueline	124	2100	Serra, Emanuel	155	2883
Lewis, Maryanne	156	2256	Simmons, Mary Jane.....	448	2582
Locke, John	146	2575	Slattery, John	472	2120
Mariano, Ronald	33	2060	Speliotis, Theodore	436	2800 x7300
Marini, Francis	540	2090	Sprague, Jo Ann	237	2305
Marzilli, James	236	2430	Stanley, Harriett	167	2692
McDonough, John	130	2130	Stasik, John	436	2800 x7300
McGee, Thomas.....	167	2692	Stefanini, John	130	2130
McIntyre, Joseph	162	2040	Stoddart, Douglas	138	2396
McManus, William	448	2582	Story, Ellen	167	2692
Menard, Joan	39	2240	Straus, William	39	2240
Merrigan, John.....	236	2430	Sullivan, David	436	2800 x7300
Miceli, James	167	2692	Sullivan, Joseph	472	2120
Murphy, Charles ...	436	2800 x7300	Swan, Benjamin.....	138	2396
Murphy, Dennis	540	2090	Teahan, Kathleen	436	2800 x7300
Murphy, Kevin	436	2800 x7300	Thompson, Alvin	170.....	2783
Murray, Mary Jeanette ...	134	2400	Tobin, Stephen	138.....	2396
Naughton, Harold	26	2080	Tolman, Steven	146.....	2575
O'Brien, Janet	134	2400	Toomey, Timothy.....	254.....	2220
O'Brien, Thomas	436	2800 x7300	Travis, Philip	42	2370
O'Flaherty, Gene	436	2800 x7300	Turkington, Eric	33	2060
Owens-Hicks, Shirley	473G.....	2070	Tuttle, David	436	2800 x7300
Parente, Marie	134	2400	Vallee, James.....	138.....	2396
Paulsen, Anne	22	2140	Verga, Anthony.....	33.....	2060
Pedone, Vincent	34	2320	Wagner, Joseph	443	2460
Petersen, Douglas	473F	2210	Walrath, Patricia	275	2676
Peterson, George	443	2460	Wolf, Alice	436	2800 x7300
Petrolati, Thomas	138	2396			
Poirier, Kevin	549A	2491			
Pope, Susan	436	2800 x7300			
Provost, Ruth	436	2800 x7300			
Quinn, John.....	540	2090			

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SENATORS' ROOMS AND TELEPHONE NUMBERS

All telephone numbers begin with 722-xxxx
All addresses are: Room xxx, State House, Boston, MA 02133

SENATOR	ROOM	PHONE
President BIRMINGHAM, THOMAS F.	332	1500
Majority Leader NORTON, THOMAS	333	1114
Minority Leader LEES, BRIAN	308	1291
AMORELLO, MATTHEW	314	1485
ANTONIONI, ROBERT	109E	1230
BERNSTEIN, ROBERT	218	1544
BERRY, FREDERICK	109B	1410
BREWER, STEPHEN M.	312C	1540
CLANCY, EDWARD JR.	410	1350
CREEDON, ROBERT S., JR	413C	1200
DURAND, ROBERT	109C	1200
FARGO, SUSAN	413F	1572
HAVERN, ROBERT	513	1432
HEDLUND, ROBERT	413E	1646
JACQUES, CHERYL	312B	1555
JAJUGA, JAMES	216	1604
KEATING, WILLIAM	213C	1222
KNAPIK, MICHAEL	309	1415
LYNCH, STEPHEN	520	1150
MAGNANI, DAVID	413A	1640
MELCONIAN, LINDA	320	1660
MONTIGNY, MARK	413D	1440
MOORE, RICHARD	518	1420
MORRISSEY, MICHAEL	213B	1494
MURRAY, THERESE	511C	1330
NUCIFORO, ANDREA F., JR.	323	1625
O'BRIEN, JOHN	416A	1612
PACHECO, MARC	413B	1551
PANGIOTAKIS, STEVEN C.	416B	1630
PINES, LOIS	504	1639
RAUSCHENBACH, HENRI	315	1570
ROSENBERG, STANLEY	212	1481
SHANNON, CHARLES	421	1578
TARR, BRUCE	507	1600
TISEI, RICHARD	313	1206
TOLMAN, WARREN	424	1280
TRAVAGLINI, ROBERT	511B	1634
WALSH, MARIAN	405	1348
WHITE, PAUL	109D	1643
WILKERSON, DIANNE	312H	1673

STATE HOUSE GENERAL DIRECTORY

Agency	Room	Phone
ADMINISTRATION AND FINANCE	373	727-2040
AUDITOR'S OFFICE	230	727-2075
BLACK CAUCUS	127	722-2680
BOOKSTORE	116	727-2834
BUDGET BUREAU	272	727-2081
BUILDING MANAGER'S OFFICE	115	727-6223
BUREAU OF STATE OFFICE BUILDINGS	10	727-1100
CHANNEL 44	6	
CHILDREN'S CAUCUS	527	722-2116
COFFEE SHOP	4TH FLOOR	722-1215
DORIC DAMES	2ND FLOOR	
EDUCATION INTERNS		
GAVEL TO GAVEL	6	
GLOBE	490	367-4030
GOVERNOR'S CHIEF SECRETARY OFFICE	280	727-5787
GOVERNOR'S CONSTIT. SERVICES	111	727-6250
GOVERNOR'S COUNCIL	484	727-2756
GOVERNOR'S COUNCIL-EXECUTIVE	184	727-2795
GOVERNOR'S LEGAL OFFICE	271	727-2065
GOVERNOR'S OFFICE	360	727-3600
GOVERNOR'S PRESS	265	727-2759
HALLS (DORIC, NURSES, GREAT)	TO RESERVE	727-1100
HEARING ROOMS A-1, A-2, B-1,B-2	TO RESERVE	722-2342
HERALD	526A	367-5766
HOUSE LOBBY	3RD FLOOR	722-2000
HOUSE CLERK	145	722-2356
HOUSE COUNSEL	145	722-2356
HOUSE WAYS & MEANS COMMITTEE	237	722-2380
INFORMATION		727-7030
LEGISLATIVE DOCUMENT ROOM	428	722-2860
LEGISLATIVE SERVICE BUREAU	527A	722-2520
LOADING DOCK		727-6223
LT. GOVERNOR'S OFFICE	360	727-9173
MAJORITY LEADER HOUSE	343	722-2600
MAJORITY LEADER SENATE	333	722-1114
MINORITY LEADER HOUSE	124	722-2100
MINORITY LEADER SENATE	308	722-1291
NEWS SERVICE	456	367-4030
POST OFFICE	2	742-7277
PRESS CONFERENCE ROOM	157	722-2435
PARK RANGERS	5	722-1188
SECRETARY OF STATE	337	727-9180
SENATE CHAMBER	3RD FLOOR	722-1455
SENATE CLERK	335	722-1276
SENATE COUNSEL	200	722-1470
SENATE PRESIDENT'S OFFICE	322	722-1500
SENATE WAYS & MEANS COMMITTEE	212	722-1481
SERGEANT AT ARMS	46	722-2342
SPEAKER OF THE HOUSE	356	722-2500
STATE LIBRARY	341	727-2590
SUPERINTENDENT'S OFFICE	10	727-1100
TOURS & INFORMATION	DORIC HALL	727-3676
TREASURER & RECEIVER GENERAL	227	367-6900
WAYS & MEANS - HOUSE	237	722-2380
WAYS & MEANS - SENATE	212	722-1481
WOMEN'S CAUCUS	48	722-2266

Bureau of State Office Buildings
State House, Room 10 727-1100
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